

MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR THE

CITY OF FRESNO

AND

**AMALGAMATED TRANSIT UNION, LOCAL 1027 (ATU)
(Bus Drivers - Unit 6)**

FISCAL YEARS

2003 - 2004

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I - PREAMBLE	<u>1</u>
A. Purpose	<u>1</u>
B. Definitions	<u>1</u>
C. Governing Laws	<u>1</u>
ARTICLE II - EMPLOYEE RIGHTS	<u>2</u>
A. General - Employee Rights	<u>2</u>
B. Nondiscrimination	<u>2</u>
C. Employee Responsibilities	<u>2</u>
ARTICLE III - CITY RIGHTS	<u>3</u>
A. General	<u>3</u>
B. Reserved Rights	<u>3</u>
ARTICLE IV - RECOGNITION	<u>4</u>
A. Union Recognition	<u>4</u>
B. Union Officers and Stewards	<u>4</u>
C. Union Bulletin Boards	<u>5</u>
D. Representation	<u>5</u>
E. Recognition of Unit Description	<u>5</u>
F. City Recognition	<u>5</u>
G. Recognition of Mutual Obligation	<u>6</u>
H. Policy Memoranda	<u>6</u>
I. Lockout and Strike	<u>6</u>
J. Unilateral Action	<u>6</u>
K. Bus Operation	<u>6</u>
ARTICLE V - SCOPE OF REPRESENTATION	<u>7</u>
A. General	<u>7</u>
B. Employee Representation	<u>7</u>
C. General Representation	<u>8</u>
D. Grievance Procedure	<u>8</u>
ARTICLE VI - DUES DEDUCTION	<u>13</u>
A. General	<u>13</u>

B.	Dues Check-off	13
C.	Exceptions to Dues Deduction Authorization Card	14
D.	Dues Deduction Check	14
ARTICLE VII - DISCIPLINARY ACTIONS		15
A.	Disciplinary Actions	15
B.	Reporting Late for Duty (Miss-outs)	15
ARTICLE VIII - FAX RULES AND REGULATIONS		19
A.	Definitions	19
B.	Assignments and Pay Time	24
C.	Extra Board	27
1.	Assignment of Work from the Extra Board	27
2.	Hold Down Work Assignments	33
3.	Guarantee	35
D.	General Rules for All Bus Drivers	35
1.	Sign-Ups and Mark-Downs	35
2.	Scheduled and Unscheduled Vacation	36
3.	Alternative Workweek Work Schedules	39
4.	Sick Leave	41
5.	Holidays	44
6.	Return to Service or Position	45
7.	Complaints/Inquiries	46
8.	Accidents/Incidents	48
9.	Accident Review and Safety Committee (ARC)	49
E.	Benefits for Permanent Part Time (PPT) Bus Drivers	50
1.	General	50
2.	Additional Departmental Rules and Regulations	50
3.	Recruitment and Retention	51
4.	Benefits	52
F.	Run Exchanges	53
ARTICLE IX - COMPENSATION AND BENEFITS		55
A.	General	55
B.	Fresno City Employees Health and Welfare Trust	55
C.	Bus Passes	56
D.	Uniform Purchase and Maintenance Allowance	56
E.	Probationary Period	57
F.	Leave Without Pay	57
G.	Unauthorized Leave as Resignation	57
H.	Workers' Compensation	57
I.	Retirement	58

J.	Temporary Assignment to Perform Duties of Absent Bus Drivers	59
K.	Federal Drug Policy (Federal Omnibus Transportation Employee Testing Act)	59
L.	Verified Transit Training (VTT)	60
M.	Bilingual Certification Program	60
N.	Americans with Disabilities Act, FMLA, and CFRA	61
O.	Compensatory Time off (CTO)	61
P.	Hours Premium Pay	62
Q.	Employee Performance Evaluations	62
ARTICLE X - SAVING CLAUSE/FULL UNDERSTANDING		63
A.	Saving Clause	63
B.	Full Understanding	63
ARTICLE XI - TERMINATION		64
EXHIBIT I - Salaries Effective May 26, 2003		66
ADDENDUM I - Attendance Policy		

<u>LEGEND</u>	
* * *	= deleted old language
[§ deleted]	= section/subsection deleted
[§§ deleted]	= two or more sections/subsections deleted
bold type	= new language

ARTICLE I

PREAMBLE

A. PURPOSE

This Memorandum of Understanding, **hereinafter MOU**, entered into between the City of Fresno, hereinafter * * * the City, and Amalgamated Transit Union, Local No. 1027, hereinafter * * * ATU, has as its purpose * * * **to** establish * * * wages, hours, and other terms and conditions of employment. In the event ATU or the City becomes aware of a practice, procedure, or activity which is not in compliance with this MOU then, notwithstanding such practice, procedure, or activity the parties shall immediately comply with the applicable provision of the MOU, rule, regulation, or statute.

B. DEFINITIONS

Unless the particular provision or the context otherwise requires, and, except to the extent that a particular word or phrase is otherwise specifically defined in this * * * **MOU**, the definitions and provisions contained in Chapter 2, Sections 2-1501, 2-1601, 2-1801, and 2-1903 of the Fresno Municipal Code **hereinafter FMC**, shall govern the construction, meaning, and application of words and phrases used herein. The definition of each word or phrase shall constitute, to the extent applicable, the definition of each word or phrase which is derivative from it, or from which it is a derivative, as the case may be.

C. GOVERNING LAWS

The legal relationship between the City and its employees and the City and ATU is governed by **Chapter 10 of Division 4 of Title I of the Government Code** (Section 3500 et seq., * * * commonly known as the Meyers-Milias-Brown Act), and Article 19 of Chapter 2 of the * * * **FMC**, and in the event of conflict between said laws and this * * * **MOU, or in the event of conflicts in interpretation**, said laws shall govern.

ARTICLE II

EMPLOYEE RIGHTS

A. GENERAL - EMPLOYEE RIGHTS

The rights of employees, **except as expressly modified herein**, are set forth in **FMC Section 2-1904 * * ***. **Execution of this MOU by ATU shall not be deemed a waiver of any ATU or employee right unless the right is clearly or explicitly modified or restricted herein.**

B. NONDISCRIMINATION

The provisions of this * * * **MOU** shall apply equally to, and be exercised by, all employees **consistent with state and federal nondiscrimination statutes. * * *** **The requirements mandated by these statutes have been established in City policies.**

C. * * * EMPLOYEE RESPONSIBILITIES

[§ deleted]

* * * **All** employees in the Bus Drivers * * * **Unit, hereinafter Unit**, as described in Article IV Section E, acknowledge that the City shall consider the positions and proposals of ATU as the meet and confer positions and proposals of all * * * **Bus Drivers**, individually and collectively, in said * * * **Unit**.

ARTICLE III
CITY RIGHTS

A. GENERAL

1. ATU and the City agree that the rights of the City are as set forth in *** **FMC** Section 2-1905.
2. This *** **MOU** is not intended to restrict discussion with ATU regarding matters which may affect the members but which are outside the mandatory scope of bargaining.
3. Nothing in this *** **MOU** shall be construed as delegating to others the authority conferred by law on the City, or in any way abridging or reducing such authority.
4. This *** **MOU** shall be construed as requiring the City to follow its provisions in the exercise of the authority conferred upon the City by law, except that this clause shall not be deemed to be a grant of authority to sue any person, including ATU, not otherwise existing.

B. *** **RESERVED RIGHTS**

All City rights formerly or presently claimed by or vested in the City on the effective date of this *** **MOU**, even though not specifically set forth in *** **this Article**, are retained by the City unless clearly and explicitly modified or restricted in *** this *** **MOU** *** , **and** no City right shall be deemed waived, modified, or restricted unless such waiver, modification or restriction is explicitly and specifically approved by the City Council.

ARTICLE IV
RECOGNITION

A. UNION RECOGNITION

The City acknowledges ATU as the recognized employee organization representing the * * * Unit, and therefore, * * * **shall** meet and confer in good faith promptly upon request by ATU and continue for a reasonable period of time in order to exchange freely information, opinions, and proposals, and to make every reasonable effort to reach agreement on matters within the scope of representation at least one **(1)** week prior to the last regular **City** Council meeting at which the City budget must be adopted for the ensuing fiscal year **in order to meet the June 30 deadline specified in the City Charter**. In order that the meet and confer process * * * includes adequate time for full consideration of the proposals of both parties and for resolution of any impasse, the City shall accept proposals from ATU as early as March 1, * * * **2004**.

B. UNION OFFICERS AND STEWARDS

1. A written list of the Officers and Stewards of ATU shall be furnished to the City immediately after their designation and ATU shall notify the City promptly in writing of any changes of such ATU Officers.
2. Not later than at the completion of * * * **the** training period, the City shall inform each new * * * **Bus Driver** in this unit of the name and address of ATU. The City and ATU shall share equally the cost of printing copies of this MOU sufficient to provide a copy to all current * * * **Bus Drivers, Bus Drivers** * * * hired during the term of this agreement, all FAX management employees, and the Labor Relations Division.
3. The City shall provide to ATU the names of all new * * * **Bus Drivers** of this * * * **Unit** within one week of their employment. The City shall also notify ATU of the names of **Bus Drivers** * * * of this Unit who are transferred, terminated, retired, or promoted.
4. An ATU officer will be allowed to use up to thirty (30) minutes unpaid time to speak with each student Bus Driver class to provide a union "orientation". **Fresno Area Express, hereinafter FAX**, management may or may not attend the "orientation" at their discretion.
5. The City recognizes the ATU President, Vice President, and Secretary-Treasurer as the designated representatives of ATU, and only these officers, or other officers designated in writing by the President, shall be authorized to meet and confer with the City, or otherwise represent ATU in its relations

with the City. ATU officers off on approved ATU leave without pay on the day before or day after a holiday shall not lose credit for that holiday.

C. UNION BULLETIN BOARDS

*** * * The Union may use bulletin boards designated by the City to post materials related to Union business. Any materials posted must be dated, initialed by the Union representative responsible for the posting, and a copy of all materials posted must be distributed to the Transit General Manager or designee at the time of posting.**

D. *** * * REPRESENTATION**

[§ deleted]

ATU *** * *** agrees to represent all *** * * Bus Drivers** in the *** * *** Unit without discrimination, interference, restraint, or coercion, subject to the right of such *** * * Bus Drivers** to represent themselves individually in their employment relations with the City. ATU shall defend and hold harmless the City, its officers and employees, from any costs or liability arising out of or related to any claim of any *** * * Bus Driver** in the *** * *** Unit that ATU is discriminating and/or has discriminated against or failed to represent such *** * * Bus Driver** in violation of any law or the provisions of this subsection. *** * ***

E. RECOGNITION OF UNIT DESCRIPTION

The Bus Drivers Unit consists of all employees of the class, Bus Driver (**hereinafter referred to as employee/Bus Driver**), holding a permanent position, as defined in *** * * FMC** Section 2-1601.1(p)(4), which states, "Permanent position shall mean a full time or part time position in the classified service created pursuant to this article, or a position in the unclassified service, the duration of which is not limited by the terms of the ordinance, resolution or other authorized action creating it." Such *** * * Unit** may be modified from time to time in the manner designated in the *** * * FMC**. The *** * * Unit** does not include individuals employed as Student Drivers. The City shall provide to ATU two (2) copies of the seniority list not later than 15 days after the effective date of this MOU and within five (5) work days of each change to the seniority list.

F. CITY RECOGNITION

ATU recognizes the City Manager of the City, or such other person as *** * *** may be *** * * designated** in writing, as the designated representative of the City, pursuant to *** * * FMC** Section 2-1914, and *** * * shall** meet and confer in good faith promptly upon request by the City and continue for a reasonable period of time in order to exchange freely information, opinions, and proposals, and to make every effort to reach agreement on a **successor MOU** *** * *** at least one **(1)** week prior to the last

regular Council meeting at which the City budget must be adopted for the ensuing fiscal year **in order to meet the June 30 deadline in the City Charter.**

G. RECOGNITION OF MUTUAL OBLIGATION

ATU and the City recognize and acknowledge their mutual obligation and responsibility to effectuate the purposes set forth in, and to adhere to the conditions and clauses set forth in, this * * * **MOU.**

H. POLICY MEMORANDA

* * * **FAX** shall provide to the ATU President, Vice President, or Secretary-Treasurer two (2) copies of each policy memorandum addressed to * * * **Bus Drivers** not later than * * * **two (2) days before** the memorandum is posted in the * * * **Bus Drivers'** room.

I. LOCKOUT AND STRIKE

1. No lockout of * * * **Bus Drivers** shall be instituted by the City during the term of this * * * **MOU.**
2. No **unlawful** strikes, or work stoppages of City * * * **employees**, as defined in **FMC** Section 2-1923 * * *, shall be caused, instigated, encouraged, condoned, participated in, or honored by ATU or its members during the term of this * * * **MOU.**

J. UNILATERAL ACTION

In the event the meet and confer process for a successor MOU results in an impasse, the City shall not take unilateral action regarding wages, hours, and other terms and conditions of employment prior to completion of the impasse resolution procedures as identified in FMC 2-1916 or as modified in the ground rules.

K. BUS OPERATION

Bus equipment in revenue service operated by, owned by or registered to, the City shall be staffed by Operators covered by this MOU. The City acknowledges that bus exchanges are a part of this Unit's usual work, and exceptions to this practice shall be for unusual and exceptional circumstances. The application of this section does not apply to the paratransit service provided under contract to the City, nor does it apply to the training of student bus drivers which occurs on bus equipment in revenue service.

ARTICLE V

SCOPE OF REPRESENTATION

A. GENERAL

1. "Scope of Representation" means all matters relating to employer/employee relations, including, but not limited to wages, hours, and other terms and conditions of employment. Employee rights, as set forth in * * * FMC Section 2-1904, and City rights, as set forth in * * * **FMC** Section 2-1905(a), are excluded from the scope of representation.
2. ATU is the exclusive representative of all * * * **Bus Drivers** holding a permanent position within the class described in Article IV Section E.
3. Subject to the provisions of **FMC** Section 2-1919 * * * and Article **VI** * * * hereof, the parties recognize that membership in ATU is not compulsory, that * * * **Bus Drivers** have the right to join, not join, maintain, or drop their membership in ATU, and that neither party shall exert any pressure on or discriminate against a * * * **Bus Driver** regarding such matters.
4. ATU agrees to represent all of the * * * **Bus Drivers** in the * * * **Unit** fairly and equally without regard to whether or not an * * * **Bus Driver** is a member of ATU. The terms of this * * * **MOU** have been made for all * * * **Bus Drivers** within the * * * **Unit** and not only for members of ATU, and this * * * **MOU** has been executed by the City after it has satisfied itself that ATU is the choice of a majority of the * * * **Bus Drivers** in the * * * **Unit**, subject to revocation as specified in * * * **FMC** Sections 2-1912 and 2-1913.

B. EMPLOYEE REPRESENTATION

1. ATU may represent * * * **Bus Drivers** covered by this * * * **MOU** on grievances under any City grievance procedure and on * * * **Bus Driver** appeals allowed by City code or rule.
2. ATU Officers and Stewards shall have the same right of access to personnel files as does the * * * **Bus Driver** represented by such Officer or Steward, provided that the * * * **Bus Driver** either accompanies * * * **the** representative or authorizes such access in writing. Copies of disciplinary letters will be released to the Union representative if the * * * **Bus Driver** affirmatively requests that it be done by signing the Release included at the bottom of any Notice of Proposed Disciplinary Action.

3. ATU Officers and Stewards designated under Article IV B. of this * * * **MOU** shall be excused without loss of regular compensation from their regular duties for such time as is necessary to attend and represent ATU members at grievance hearings, beginning at the first level of supervision and for such other representational hearings as are provided by City Code or rule.
4. ATU officers (i.e., president and executive board members) will be allowed time off without pay to attend * * * **to Union business** * * * up to a maximum of * * * **2,080** hours in a fiscal year. No more than three (3) representatives will be allowed off at a time for these purposes. Where practical, FAX will be provided with at least five (5) calendar days, but no less than one (1) calendar day (24 hours), advance notice. * * * It is * * * understood that time-off granted as a result of the annual vacation sign-up shall not be cancelled by the application of this subsection.
5. **No ATU officer or executive board member shall lose any benefits as a result of time taken off without pay to attend to Union business.**

C. GENERAL REPRESENTATION

1. The City recognizes the right of * * * **Bus Drivers** in this * * * **Unit** to be represented by ATU in their employer-employee relationship with the City. A * * * **Bus Driver** in this * * * **Unit** has the right to be represented by an Officer or Steward of ATU when called by management to discuss or review any action by the * * * **Bus Driver** when such discussion or review may result in any adverse action. Should any * * * **Bus Driver** request such representation, no further discussion or review may occur until a representative is present, except that no unreasonable delay shall result from such a request.
2. This section does not apply to the normal ongoing employment relationship or supervisor/subordinate relationship between the City and its employees, when such matters as, including but not limited to, work direction, scheduling, and non-disciplinary counseling or performance evaluation, are the subjects of the discussion or review.

D. GRIEVANCE PROCEDURE

1. A grievance is a dispute concerning the interpretation or application of any **existing City policy**, written rule or regulation governing personnel practices or working conditions, including this MOU, and may, but is not limited to, include such matters as **daily** working assignments, equipment, safety or health hazards, and treatment of * * * **Bus Drivers** under any rule or regulation. This procedure shall not apply to any dispute for which there is

another established resolution procedure, including but not limited to, appeal to the Civil Service Board, Retirement Board, *** unfair employer-employee relations charge, fact-finding procedure. The grievance procedure relates only to existing rights or duties, not to the establishment of a right or duty **or as outlined below.**

2. **A written *** grievance must set forth the specific rule, *** regulation, policy or specific section of the MOU claimed to have been violated, describe the specific incident or circumstances of the alleged violation, and specify the remedy sought, *** or it will be returned to the grievant for appropriate completion within the time lines set forth in Step One, which shall be the amount of existing time left to file the grievance when the grievance was originally submitted but in no case less than one (1) day. Any dispute between the parties as to the grievability of an issue or as to whether the requirements of this procedure have been met shall be presented to the Grievance Advisory Committee. *** The Grievance Advisory Committee shall rule on the dispute *** before proceeding with the hearing. The Committee will be bound by the agreement of the parties regarding timeliness.**
3. **ATU may represent grievants covered by this MOU on grievances under the grievance procedure.**
4. **The grievant and designated representative shall be excused without loss of compensation from regular duties for such time as is necessary to attend and represent the grievant at grievance hearings, beginning at the first level of supervision.**
5. **The grievant (and/or designated representative) shall be entitled to request the release from duty of no more than three (3) Bus Drivers of this Unit, at any one time, to appear as a witness at the grievance hearing (Step Three). Each such Bus Driver shall be excused without loss of compensation from their regular duties for such time as is necessary to attend the grievance hearing. However, each such Bus Driver shall not be entitled to overtime compensation from FAX or the City to due to their attendance at the grievance hearing.**
6. The procedure and sequence in filing and processing a grievance shall be as follows:

Step One

- a. The *** **Bus Driver (and/or *** designated representative)** shall discuss the issue with the *** **Bus Driver's *** group supervisor or**

designee before a written grievance may be filed. **The designee shall be determined by any available Transit Supervisor II. In the event the designee is not available, any available Transit Supervisor will meet the requirement of Step One.**

- (1) If the * * * **issue** is not settled through this discussion, it either may be discussed **with the next higher supervisor, * * *** or a written grievance **may be** filed with the **grievant's** Operations Manager or * * * designee. A written grievance must be filed, **with a copy being sent to the Labor Relations Division,** within twenty-one (21) calendar days **from the time the grievant becomes aware or should have become aware** of the issue or incident giving rise to the problem, except that the * * * **Bus Driver** shall have seven (7) additional calendar days at each step of the grievance procedure if the grievance is co-signed by an ATU Officer.
- (2) Upon receipt of a written grievance, the Operations Manager or * * * designee shall give the * * * **grievant** a written reply within twenty-one (21) calendar days.

Step Two

- a. Should the * * * **grievant** not be satisfied with the answer received from the **grievant's** Operations Manager, * * * **or designee, the grievant** may within fourteen (14) calendar days, file an appeal to the **Transit General Manager or * * * designee.** The **Transit General Manager or designee** shall have * * * **twenty-one (21)** calendar days, after receipt of the appeal to review the matter, investigate and provide a written answer to the appeal, explaining clearly * * * **the** decision or proposed action and reasons thereof. The **Transit General Manager or designee** may confer with the * * * **grievant (and/or designated representative)** and appropriate supervisors in an attempt to bring about a harmonious **mutually acceptable** solution.
- b. **The City, the grievant, (and/or the designated representative) may, by mutual agreement, waive steps one (1) and two (2) and proceed directly to hearing by the Grievance Advisory Committee when the issue is one over which the grievant's Operations Manager or Transit General Manager has no jurisdiction.**

Step Three

- a. If the * * * **grievant** is not satisfied with the decision of the **Transit General Manager or designee**, * * * **the grievant** may within seven (7) calendar days after receipt of the written reply, file a request for a review of the **Transit General Manager's or designee's** decision to the Grievance Advisory Committee.
- b. **The City, the grievant (and/or the designated representative) may, by mutual agreement, seek resolution of the grievance through mediation using the services of the State Mediation and Conciliation Service prior to hearing by the Grievance Advisory Committee. Time limits for processing of the grievance are automatically extended for as long as the mediation is in process.**
- c. The Grievance Advisory Committee shall be comprised of three (3) members: one selected by ATU, one selected by the City, and the chairperson. The chairperson may be chosen either by mutual agreement of ATU and the City, or by the "strike" method from a list of neutrals provided by the State Mediation and Conciliation Service. If the Chairperson is selected by the strike method from the list of neutrals provided by the State Mediation and Conciliation Service, then the Grievance Committee shall be comprised exclusively of the selected neutral.

Fees and expenses of the chairperson shall be paid half by the City and half by ATU; provided however, that the Grievance Advisory Committee may recommend that the City or ATU pay the **total of such** * * * fees and expenses, should it find that, but for the unreasonableness of that party's posture, the convening of the Committee would not have been necessary. **The City, the grievant (and/or the designated representative) * * * shall make a reasonable effort to select a chairperson within fourteen (14) calendar days of receipt of the grievance requesting review by a Grievance Advisory Committee by the Labor Relations Division.**

- d. **The neutral and Grievance Advisory Committee shall be bound by the language of the MOU, City Administrative Orders, ordinances, rules and regulations, and department rules and regulations consistent therewith in considering any issue properly before them. The neutral and Grievance Advisory Committee shall define the precise issues from those submitted by the parties and shall have no authority to consider any other**

issue(s) not so submitted. The neutral and Grievance Advisory Committee may not recommend changes in established wages or benefits, nor recommend the payment of back wages or benefits to a date prior to the date of the incident.

- e. From the date a grievance otherwise meeting all criteria for the filing and processing of a grievance reaches the Labor Relations Division, **every effort will be made to convene** the Grievance Advisory Committee * * * within * * * **thirty (30)** calendar days in order to hear the grievance.
- f. All time limits herein may be extended by mutual agreement of the parties.
- g. The Grievance Advisory Committee shall talk to the * * * **grievant** and supervisor involved to set forth in writing the facts of the particular situation and recommend a solution to the City Manager **or designee** within * * * **thirty (30)** calendar days of its last meeting.
- h. The City Manager **or designee** shall review the decision of the **Transit** General Manager **or designee** and recommendations of the Grievance Advisory Committee and * * * shall render a written decision to the * * * **grievant** within twenty-one (21) calendar days after receipt from the Grievance Advisory Committee.
- i. Failure of the * * * **grievant** to file an appeal within the specified time limit shall constitute an abandonment of the grievance. Failure of the responsible supervisor or official of the City to render a decision within the specified time limit established by this procedure shall automatically move the grievance to the next higher level for action, without action required of the * * * **grievant**.

ARTICLE VI
DUES DEDUCTION

A. GENERAL

Pursuant to and in accordance with Section 3502.5 of the Government Code and all the provisions therein, the City and ATU agree that * * * all **Bus Drivers** * * * in this Unit shall be required, as a condition of continued employment, to join ATU or pay to ATU a **Service Fee**. **Except as expressly modified herein, the procedures governing dues deductions, agency shop, hold harmless obligations, religious and conscientious objections, and financial reporting requirements, shall be as provided in Government Code Section 3502.5, as the same may be amended from time to time.** * * *

B. DUES CHECK-OFF

Rules governing dues check-off are set forth in **FMC** Section 2-1919. * * *

1. The City shall deduct the dues or benefit premiums, or both, upon proper authorization by ATU members in the * * * Unit.
2. If a member in the * * * Unit desires the City to deduct * * * dues or benefit premiums from * * * **the member's** paycheck, a deduction authorization shall be made upon a Dues Deduction Authorization card. * * *
3. **The Service Fee shall consist of, and not exceed** the standard initiation fee, periodic dues, and general assessments of ATU. ATU shall neither require a non-member of ATU to make any payment to the Committee on Political Action (COPE), nor shall ATU include as a part of **the Service Fee** an amount to be used for political purposes.
4. In the event a * * * **Bus Driver** covered hereunder does not authorize deduction of either ATU dues or * * * **a Service Fee from the Bus Driver's** * * * paycheck and does not make such payment directly to ATU, ATU shall provide a certification to the City of such failure. Prior to such certification, ATU shall notify the * * * **Bus Driver** of its intent to provide certification to the City, and give the * * * **Bus Driver** an opportunity to respond. Certification shall be on a form provided to the City. Such failure by a * * * **Bus Driver** shall constitute grounds for termination by the appointing authority.

[§§ deleted]

5. A Dues Deduction Authorization may be revoked by a member in the * * * Unit, and the dues or benefit deduction cancelled, only during the months of November and December **of any year.** * * *

If a member in the * * * Unit desires to revoke * * * a dues deduction authorization **card**, a dues deduction revocation shall be made upon a Dues Deduction Revocation card. * * *

Dues Deduction Authorization and Revocation cards shall be available at the * * * **Finance Department, Payroll and at the Personnel Services Department.**

6. **Upon written authorization by a retired member of ATU, the City shall deduct credit union payments and ATU dues and benefits from the retirement check of such retired member and forward same to the credit union or ATU as designed in such authorization.**

C. **EXCEPTIONS TO DUES DEDUCTION AUTHORIZATION CARD**

The member's earnings must be sufficient after other legal and required deductions are made to cover the amount of the dues deduction authorized. When a member is in a non-pay status for an entire pay period, no dues deduction shall be made from future earnings to cover that pay period, nor may the member be required to deposit * * * the amount which would have been deducted if the member had been in a pay status during that period. In the case of a member who is in a non-pay status during only a part of the pay period and whose salary is insufficient to cover other legal and required deductions, no dues deduction or deposit shall be made.

D. **DUES DEDUCTION CHECK**

1. The deduction check covering all such deductions shall be transmitted **bimonthly** to:

Amalgamated Transit Union
* * * 2135 Fresno St., Suite 244
Fresno, California 93721

Should ATU elect to have the deduction check transmitted to an address other than that set forth hereinabove, ATU shall so indicate by written notice * * * to the **City's Finance Department, with a copy to the Labor Relations Division.** * * * The City shall transmit the deduction check to the address specified in the notice as early as is practicable after receipt of such notice.

2. The deduction check shall be made in favor of:

AMALGAMATED TRANSIT UNION

[§§ moved]

ARTICLE VII

DISCIPLINARY ACTIONS

A. DISCIPLINARY ACTIONS

1. Management shall respond to Bus Drivers within 42 calendar days after discovery of incidents that may lead to disciplinary action excluding actions subject to review by the * * * **Accident and Safety Review Committee (ARC)**. If management is unable to respond to the * * * **Bus Driver** within this time frame, the Union will be notified. If management fails to respond and/or notify the union within the time frame mentioned above, the matter will be dismissed.
2. The President, Vice-President and the Secretary-Treasurer of the Union may, with a signed release by the * * * **Bus Driver**, review documents related to * * * disciplinary actions * * * involving * * * **Bus Drivers represented by ATU**.
3. Use of a Hearing Officer in Disciplinary Action Initiated by City - * * * **Bus Drivers** may elect the alternate appeal procedure before a hearing officer instead of a hearing before the Civil Service Board as provided in FMC Section 2-1663.1.

B. REPORTING LATE FOR DUTY (MISS-OUTS)

1. Each * * * **Bus Driver** should bear in mind * * * **their** responsibility and should report punctually for * * * assigned duty in order for the department to maintain the best possible balance of effectiveness and economic efficiency.
2. All * * * **Bus Drivers** reporting for duty shall sign on not later than the scheduled reporting time. Any * * * **Bus Driver** reporting after the scheduled sign-on time shall be considered "late" and charged with a miss-out for that day. * * * **A Bus Driver who is not able to report to work as needed * * * will be charged with an incident consistent with the Attendance Policy, Addendum I, and will be considered absent without pay**, unless the * * * **Bus Driver** was prevented from reporting to the division by circumstances beyond * * * **the Bus Driver's** control as determined by the **Transit General Manager or designee. No Bus Driver shall be charged with a miss-out and an incident for the same occurrence.** * * * In the event the sign-on sheet is not available, it is * * * **FAX's** responsibility to provide an alternative method for * * * **Bus Drivers** to confirm their attendance.

3. Disciplinary action for reporting late for duty (miss-out) in any six month period, in addition to working the extra board as set forth in Article VIII, Section C, shall be:

First offense - Written reprimand in addition to which the **Bus Driver** * * * shall be placed at the bottom of the extra board on the day in which the miss-out occurs at * * * **their regular/base rate of pay** or, at the discretion of **FAX**, * * * sent home * * *. **A Bus Driver who is sent home has the option of using paid leave or leave without pay. However, this option will be nullified when a Bus Driver is sent home, but is scheduled to return later in the day, and fails to report for any reason. Such failure to report to work will be considered an absence without pay and will be processed as an incident under the Attendance Policy, Addendum I.**

Second offense - Written reprimand, in addition to which the **Bus Driver** * * * shall be placed at the bottom of the extra board on the day in which the miss-out occurs * * * **at the Bus Driver's regular/base rate of pay** or, at the discretion of **FAX**, * * * sent home * * *. **A Bus Driver who is sent home has the option of using paid leave or leave without pay. However, this option will be nullified when a Bus Driver is sent home, but is scheduled to return later in the day, and fails to report for any reason. Such failure to report to work will be considered an absence without pay and will be processed as an incident under the Attendance Policy, Addendum I.**

Third offense - One day suspension, **in addition to which** the **Bus Driver** * * * shall be placed at the bottom of the extra board on the day in which the miss-out occurs * * * **at the Bus Driver's regular/base rate of pay** or, at the discretion of **FAX**, * * * sent home * * *. **A Bus Driver who is sent home has the option of using paid leave or leave without pay. However, this option will be nullified when a Bus Driver is sent home, but is scheduled to return later in the day, and fails to report for any reason. Such failure to report to work will be considered an absence without pay and will**

be processed as an incident under the Attendance Policy, Addendum I * * *.

- Fourth offense - Two day suspension, **in addition to which the Bus Driver * * *** shall be placed at the bottom of the extra board on the day in which the miss-out occurs * * * **at the Bus Driver's regular/base rate of pay or, at the discretion of FAX, * * * sent home * * *. A Bus Driver who is sent home has the option of using paid leave or leave without pay. However, this option will be nullified when a Bus Driver is sent home, but is scheduled to return later in the day, and fails to report for any reason. Such failure to report to work will be considered an absence without pay and will be processed as an incident under the Attendance Policy, Addendum I * * *.**
- Fifth offense - Ten day suspension, **in addition to which the Bus Driver * * *** shall be placed at the bottom of the extra board **on the day in which the miss-out occurs * * *** **at the Bus Driver's regular/base rate of pay or, at the discretion of FAX, sent home. A Bus Driver who is sent home has the option of using paid leave or leave without pay. However, this option will be nullified when a Bus Driver is sent home, but is scheduled to return later in the day, and fails to report for any reason. Such failure to report to work will be considered an absence without pay and will be processed as an incident under the Attendance Policy, Addendum I * * *.**
- Sixth offense - The **Bus Driver** may be dismissed or other such disciplinary action as may be appropriate, **in addition to which the Bus Driver * * *** shall be placed at the bottom of the extra board **on the day in which the miss-out occurs at the Bus Driver's regular/base rate of pay or, at the discretion of FAX, sent home. A Bus Driver who is sent home has the option of using paid leave or leave without pay. However, this option will be nullified when a Bus Driver is sent home, but is scheduled to return later in the day, and fails to report for any reason. Such failure to report to work will be considered an absence**

without pay and will be processed as an incident under the Attendance Policy, Addendum I * * *.

4. Any **Bus Driver** * * * who fails to sign on by the scheduled sign on time and who fails to call FAX * * * shall be considered on unauthorized leave and subject to disciplinary action, unless the **Bus Driver** * * * was prevented from signing on and/or calling the Division by circumstances beyond * * * **the Bus Driver's** control, as determined * * * by the **Transit** General Manager or * * * **designee** * * *.
5. The **Transit** General Manager may, in * * * **the manager's** exclusive discretion, find that good cause exists for the miss-out and that **a Bus Driver** * * * should not be considered late, provided that the **Bus Driver** * * * makes a written or documented oral request for such consideration within * * * **72** hours of the miss-out. The **Transit** General Manager shall respond to such a request within * * * **ten (10)** work days. Should the miss-out be excused, the **Bus Driver** * * * may, with the approval of the **Transit** General Manager, take earned vacation or sick leave, as appropriate, for the day of the miss-out.

ARTICLE VIII

***** FAX RULES AND REGULATIONS**

*** These rules are included herein for informational purposes only, and in no way shall they infringe upon the City's rights as specified in Article III. *** Included herein by reference is the Department's Guidelines Instruction for Bus Drivers as they may be amended from time to time, *** **after consultation with ATU.**

A. DEFINITIONS

1. The following words or phrases wherever used in this Article shall have the following meaning unless a different meaning is clearly required by the context:
 - a. "Applicable Hourly Rate" is the rate of pay, whether *** **regular/base rate** or time and one-half, which applies to the work in question.
 - b. "Deadhead Time" is time spent driving the bus to or from the Transit yard or between routes when the bus and the **Bus Driver** are not in revenue service. This time is included in the platform time.
 - c. "Driving Time" is the elapsed time from departure of a bus from the garage or time of take over on relief to the time when the bus is returned to the garage or surrendered to a relief *** **Bus Driver.**
 - d. "Extra Board" is the procedure by which extra *** **Bus Drivers** are assigned to fill open regularly scheduled runs for any cause or work assignment other than regular runs.
 - e. "Extra Board Driver" is a *** **Bus Driver** who through seniority has elected to have *** work assignments made through the extra board or who through *** seniority has been assigned to the extra board, and who for purposes of overtime work, is still an extra board driver on *** scheduled day off.
 - f. "Fill" is a scheduled or unscheduled piece of work that is usually assigned to and worked by an extra board *** **Bus Driver**, or a regular *** **Bus Driver** when the need arises, and may be worked as an extra or additional piece of work.
 - g. "Hold Down" is a regularly assigned piece of work performed by an extra board *** **Bus Driver** when a regularly scheduled run becomes

vacant or during the term of absence of the regular * * * **Bus Driver** who is unable to perform * * * **the** regularly scheduled run for five or more consecutive work days.

- h. "Holiday Schedule" is a regular schedule having a reduced number of runs due to a declared holiday or as established by the Transit * * * **General Manager** when transit service demands will be at a reduced level.
- i. "Light Duty" is work other than driving that may be assigned to a * * * **Bus Driver** by the **Transit** General Manager in the event the * * * **Bus Driver** is incapable of driving due to medical disability caused by an on-the-job injury.
- j. "Mark Down" is the process in which the **Transit** General Manager may cause a correction or modification of a past sign-up by allowing only those * * * **Bus Drivers** that may be affected to bid in accordance with their seniority on the open regularly scheduled run or open extra board position as may be caused by the correction or modification.
- k. "Mark Up" is the process by which a * * * **Bus Driver** who did not pickup or was not assigned a run may bump * * * **Bus Drivers** with less seniority already assigned.
- l. "Miss-Out" shall mean a failure by a **Bus Driver** to report for duty and sign on * * * **within one minute of the designated sign on time.**

[§ deleted]

- m. "Pay Time" is the actual time paid to a * * * **Bus Driver** at the regular/**base** monthly or hourly rate for time worked.
- n. "Platform Instructor" is a Bus * * * **Driver** temporarily assigned from a list of qualified **Bus Drivers** approved by the **Transit** General Manager based on the * * * **Bus Driver's** accident record, complaints, sick leave, disciplinary actions, and work record for the performance of special instructional service of one or more student * * * **Bus Drivers** or the retraining of Bus * * * **Drivers.**
- o. "Platform Time" is the amount of time that * * * **Bus Drivers** spend driving a bus on a scheduled or unscheduled run.
- p. "Pull In Time" is the time that * * * **Bus Drivers** properly park the bus in the transit parking lot; reflected on the run guide.

- q. "Pullout Time" is the exact time the * * * **Bus Driver** is scheduled to pull out of the transit yard as printed on the run guide under the heading of "Out" and indicated in the Block Paddle.
- r. "Recovery Time" or "Layover" is that portion of the regularly scheduled run at a point designated by the **Transit** General Manager that will allow the * * * **Bus Driver** the opportunity for a rest break if the run is on schedule. It is intended primarily, however, to provide the * * * **Bus Driver** the opportunity to regain * * * regularly scheduled time points during periods when traffic conditions, congestion, loading, etc., cause the run to fall behind the scheduled points. Recovery time shall not be used to extend the line.
- s. "Regular Driver" is a * * * **Bus Driver** who has seniority to bid and does bid a regularly scheduled run or work assignment. A regular driver working on a day off is not to be considered an extra board driver for rotation purposes.
- t. "Regular/**Base** Hourly Rate" shall be * * * the equivalent of the **base** monthly salary for Bus Driver, as provided in this * * * **MOU, multiplied by 12 months then divided by 2,080 hours.**
- u. "Regularly Scheduled Run" shall mean a daily work assignment that is of not less than eight (8) hours pay time which is included by the **Transit** General Manager in a posted breakdown of operating schedules and which contains regular working time and regular pay time. It may be made up of regularly occurring pieces of work which when combined, constitute eight (8) hours or more pay time.
- v. "Relief Time" or "Travel Time" for * * * **Bus Drivers**, not including charter * * * **Bus Drivers**, is the elapsed time between the * * * **Bus Driver's** pull out time and actual commencement of * * * scheduled work or from * * * **the Bus Driver's** relief point, or end of * * * **the Bus Driver's** scheduled work to the garage. (Travel time to a relief point shall include adequate time for * * * relieving **the Bus Driver** to perform a brief safety check of the equipment.)
- w. "Report Time" is that period of time between sign-on time and pull out time when the * * * **Bus Driver** shall gather supplies pertinent to this work and make * * * a "Determination of Equipment Condition" as required by Title 13, California Highway Patrol, Motor Carrier Safety Regulations.

- x. "Sign-on Time" is the time at which a * * * **Bus Driver** is to be on duty as determined and posted on the run break-down sheets and daily sign-on sheets.
- y. "Sign-up" is that process by which the **Transit** General Manager will provide a listing of regularly scheduled runs for which the * * * **Bus Drivers** may bid by seniority for their work assignments.
- z. "Split Shift" is a regularly scheduled run having a break in driving time: provided however, that a break in driving time of less than one half hour shall not be considered a split shift and shall be paid as time worked.
- aa. "Spread Time" for a * * * **Bus Driver** is the total elapsed time from "sign on" on * * * **the Bus Driver's** first run of a day to the time of completion of * * * **the Bus Driver's** last run operated on the same day.
- bb. "Squawk Card" is the form used by a * * * **Bus Driver** to provide information to the **maintenance supervisor** that the equipment that the * * * **Bus Driver** is operating requires corrective maintenance.
- cc. "Standby * * * **Bus Driver**" 1) an extra board * * * **Bus Driver**, day off * * * **Bus Driver** or regular * * * **Bus Driver** scheduled to report at a specific time to protect the **extra board** for possible substitution in the event another * * * **Bus Driver** fails to report as assigned; 2) an extra board * * * **Bus Driver** may be assigned to stand by when * * * **their** previously assigned run for the day is filled by the regularly assigned * * * **Bus Driver**. When this occurs that * * * **Bus Driver** shall be paid either the amount of work time originally scheduled or the time actually worked, whichever is greater; 3) a regular * * * **Bus Driver** may be assigned to standby when any portion of * * * **their** regular assignment is not available.
- dd. "Student Driver" is a trainee employee who will not achieve permanent status as a trainee, and who must be trained and instructed on all lines and bus equipment of the system until in the opinion of the Transit General Manager the trainee employee is capable of performing the duties of a regular or extra board * * * **Bus Driver**.
- ee. "Temporary Vacancy" is a run or shift vacated temporarily through illness, industrial injury, leave of absence, suspension or vacation.

- ff. "Time Point" is the time when a * * * **Bus Driver** is due to depart a specific location while performing * * * a work assignment as shown on the * * * **Bus Driver's** printed schedules for Transit service.
- gg. "**Transit General Manager**" shall mean the person in charge of * * * **FAX** and shall include those persons designated to act in * * * **the Transit General Manager's** behalf * * * (e.g., **Operations Manager, Transit Maintenance Manager, etc.**).
- hh. "Travel Time" for charter * * * **Bus Drivers** is the elapsed time from the garage to * * * **the** point of pick-up or the time from * * * **the** charter release point to the garage for regular * * * **Bus Drivers**. (See * * * **the definition of "Report Time"**, above.)
- ii. "Tripper" is a regularly occurring piece of work less than four (4) hours not incorporated into a regular run which may be bid by regular * * * **Bus Drivers**, Permanent Part Time * * * **Bus Drivers** or assigned to the extra board.

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- jj. "Work Assignment" may be pieces of work, fills, charters, or replacement work as necessary to be assigned in order to accomplish all work for the day, or other duties assigned. Other duties would not include refueling vehicles or restocking of schedules and transfers. * * * **Bus Drivers** may be assigned work including telephone answering, public relations, transport of other * * * **Bus Drivers**, coach preparation, radio operation, passenger counts, road calls, training and conference meetings.
- kk. "Vacancy" is a run or shift permanently vacated due to retirement, resignation or termination from City service.
- ll. "Vacation Block" is a minimum of (5) five or more consecutive * * * **Bus Driver** work days, exclusive of scheduled days off.
- mm. "G.P.S." is a global positioning satellite system which will not serve as the sole basis for disciplinary action. Any alleged schedule adherence violation must be witnessed in person by a supervisor in order for FAX to take any corrective action.

B. ASSIGNMENTS AND PAY TIME

1. **Bus Drivers * * *** shall select their assignment to regularly scheduled runs and regularly scheduled trippers, or to work from the extra board, on the basis of seniority. **Bus Drivers * * *** without sufficient seniority to qualify for regularly scheduled runs shall be assigned to the extra board. Not more than 25 trippers may be reserved for PPT **Bus Drivers * * *** who shall bid among themselves for such trippers. Driving assignments selected or assigned shall not exceed state and federal driving statutes/requirements. The City and ATU may agree upon rules and regulations regarding a four ten-hour day work schedule. At the request of ATU, FAX agrees to maintain a minimum of 14 midday runs (i.e., runs with sign-on times beginning at 7:00 a.m. and ending no later than 12:00 p.m.), which have Saturday and Sunday as the days off; however, the City retains the right to set levels of service, which if reduced, the City agrees to meet and confer solely on the effects of such a reduction.
2. **A regular Bus Driver may be relieved from an assignment so as to provide an eight (8) hour rest period if said assignment would preclude the Bus Driver from assuming the next day's regular scheduled work, provided that the relief is not made more than nine (9) hours prior to the commencement of the next day's assignment. In the event the Bus Driver is not relieved, the Bus Driver will assume his next regular day's assignment as soon as the Bus Driver is legal to drive. Such an assignment will not result in a reduction in the amount of pay time for that day.**
3. The City shall pay overtime to its regular **Bus Drivers * * *** as follows:
 - a. For work performed in excess of eight (8) hours, in one day, **one and one-half (1 ½)** times the regular/**base** hourly rate.
 - b. For work performed on any regularly scheduled day off, **one and one-half (1 ½)** times the regular/**base** hourly rate.
 - c. For work performed in excess of a 12-hour spread on a regularly assigned split run, **one and one-half (1 ½)** times the regular/**base** hourly rate. The City will make a reasonable effort to eliminate the number of runs with spread times of 13 hours or more. Effective with the sign-up which goes into effect January 1, 1997, **Bus Drivers * * *** with spread runs greater than 13 hours, will be compensated at double the regular/**base** hourly rate for work performed in excess of 13 hours. However, the compensation received under this subsection shall not be applicable to regular **Bus Drivers * * *** who selected (i.e.,

during the sign-up process) "trippers" as part of their regular work assignment.

- d. ***** Except for absences due to injury on the job, time off (e.g., non-productive hours such as miss-outs, vacation, sick leave, doctors appointments, etc.) shall not count toward the calculation of daily overtime.**
 - e. There shall be no "pyramiding" of overtime or other premiums. "Pyramiding" shall refer to the times when multiple qualifications for overtime or other premiums exist.
 - f. **Bus Drivers who are unable to work the day immediately preceding their regularly scheduled days off for any reason, excluding union business, may be precluded from working their days off.**
4. The City shall pay overtime to its extra board **Bus Drivers ***** as follows:
- a. ***** For work performed in excess of eight (8) hours in one day, one and one-half (1 ½) times the regular/base hourly rate *****, provided the guarantee requirement in paragraph C.3., **Guarantee**, (MOU page **35 *****) below has been met.
 - b. For work performed on a scheduled day off, one and one half (1 ½) times the regular/**base** hourly rate.
 - c. For work performed in excess of a 12-hour spread, one and one-half (1 ½) times the regular/**base** hourly rate. (It is expressly understood that **an *** extra board *** Bus Driver** is required to accept the "tripper" that is part of the regular **Bus Driver's ***** bid.
 - d. Except for absences due to injury on the job, time off (e.g., **non-productive hours such as** miss-outs, vacation, sick leave, doctors appointments, etc.) shall not count toward the calculation of daily overtime.
 - e. **Bus Drivers who are unable to work the day immediately preceding their regularly scheduled days off for any reason, excluding union business, may be precluded from working their days off.**

5. Standby time shall be paid at the applicable hourly rate, and for the purpose of computing overtime, shall be included in the total number of hours worked in the pay period in which the standby time occurs.
6. Layover time shall be paid for at the applicable hourly rate, and for the purpose of computing overtime, shall be included for round-trip charters less than 100 road miles from the garage.

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7.
 - a. A **Bus Driver** * * * called back to work after completing * * * work assignments for the day and having left the property or on a day * * * not scheduled to work, will be paid for the actual time worked or for two (2) hours, whichever is greater. A **Bus Driver** * * * called into work may be assigned one or more pieces of work for that day, however the two (2) hour minimum will apply only once for that day.
 - b. A **Bus Driver** * * * called in to work before * * * the **Bus Driver's** initial regular work assignment for the day shall be paid a minimum of two (2) hours or for actual work, whichever is greater.
8. Report back refers to a standby **Bus Driver** * * * who during the course of the day is released from duty, and directed to return later that same day. FAX will limit the number of report backs to no more than three (3) occurrences in a day, which includes the initial standby assignment for the same day.

In the event FAX requests a fourth report back, the standby **Bus Driver** * * * will have the right to refuse. If the standby **Bus Driver** * * * chooses to accept the fourth report back request, the standby * * * **Bus Driver** will receive the applicable **regular**/base rate of pay for actual hours worked, plus all applicable premiums. In the event the standby **Bus Driver** * * * refuses to accept the fourth report back request, FAX may, at its discretion, place the standby **Bus Driver** * * * on standby, and assign the standby **Bus Driver** * * * to the assignment that was the subject of the fourth report back.

In the event the fourth report back assignment is changed through no fault on the part of the standby **Bus Driver** * * *, the standby **Bus Driver** * * * will be paid the applicable **regular**/base rate of pay for the number of hours of the fourth report back assignment, or the number of hours actually worked, whichever is greater.

9. Each **Bus Driver** * * * assigned to duty as a Platform Instructor of a Student Driver shall be paid for one hour at straight time in addition to * * * scheduled

hours, for each full shift worked as a Platform Instructor, regardless of the number of students instructed. Such one hour shall not be considered as time worked nor for calculation of any overtime due, nor shall it be considered as a part of the "guarantee" for an extra board **Bus Driver**. A list of **Bus Drivers** *** eligible for instructor duty shall be kept by *** **FAX** and instructor duty shall be equitably assigned, consistent with the needs of the service.

10. Notwithstanding any other provision of this *** **MOU**, a **Bus Driver** *** assigned to a round trip charter in connection with emergency duty with fire, police, armed forces, etc., shall be paid at the applicable hourly rate for all driving time and at straight time hourly rate for any other compensable time.
11. Any **Bus Driver** *** required to take a City-ordered physical examination on *** **the Bus Driver's** own time (not including D.M.V.-required physical) shall be compensated at the applicable hourly rate for the time actually required to take the examination, but not to exceed two hours.
12. The number of regularly scheduled split runs shall not exceed 46% of the total number of regularly scheduled runs, calculated on a weekly basis.
13. Any Bus Driver who is assigned to perform work normally performed by an employee in a lower class due to injury, illness, light duty or other reason, shall be paid at the Bus Driver's rate of pay subject to the provisions of Article IX, Section **A**. *** Pay for provisional appointments and acting pay shall be governed by the applicable provisions of the FMC and salary resolution.
14. Whenever a regular run includes a scheduled coach pull-in, five (5) minutes sign-off time will be included in the pay time. Whenever a regular run includes an in-service relief, five (5) minutes sign-on time will be included in the pay time.
15. A **Bus Driver** *** assigned to training will be paid for actual hours spent in training plus any time worked that day. **Bus Drivers** *** paid for 8 hours training may be given additional work at the discretion of the dispatcher.

C. EXTRA BOARD

1. Assignment of Work From the Extra Board

This procedure defines the method by which extra board personnel are assigned to the board and the procedure to be followed in assigning work to extra board *** **Bus Drivers**.

a. Assignment to the Board

- (1) * * * **Bus Drivers** shall bid for extra board positions at each sign up in order of seniority.

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- (2) Extra board * * * **Bus Drivers** shall have two regularly scheduled days off per week. Extra board days off shall be determined by the needs of the system and bid on by extra board * * * **Bus Drivers** in order of their board seniority. Split days off will be kept to a minimum.

b. Assignment of Work Hours

- (1) Extra board * * * **Bus Drivers** on days off shall have first choice of available day off work or first right of refusal of available day off work. However, if no * * * **Bus Driver** accepts the offer of extra work, the least senior extra board day off * * * **Bus Driver** will be assigned. In the event extra board * * * **Bus Drivers** have been exhausted, any * * * **Bus Driver**, in inverse seniority, shall be assigned that work to meet the needs of the system.
- (2) Should there be no extra board * * * **Bus Driver** available for extra work or unfilled work, a regular * * * **Bus Driver** shall be assigned to meet the needs of the system. However, on the day of work, should a piece of work become available one hour prior to sign on time and there are no standby * * * **Bus Drivers** or working extra board * * * **Bus Drivers** available, any * * * **Bus Driver** who is available may be used to meet the needs of the system.
- (3) All * * * **Bus Drivers**, except extra board * * * **Bus Drivers**, desiring work on their days off will indicate so by signing the extra work list provided at each sign up.
- (4) All regular * * * **Bus Drivers** desiring extra work on their scheduled work days will indicate so by signing the extra work list provided at each sign up.
- (5) All extra board * * * **Bus Drivers** desiring to work on their scheduled days off will indicate so by signing the extra board days off weekly overtime selection form.

- (6) Extra board * * * **Bus Drivers** may drive any combination of regular runs, details or any other duty provided such an assignment will not violate California Highway Patrol Rules and Regulations.
- (7) **If a Bus Driver is unable to report to work as assigned due to the previous day's assignment, the Bus Driver will be placed in the proper rotation of standby when legal to drive. If two or more Bus Drivers are legal to drive at the same time, standby order will be determined according to the position on the extra board rotation order for that day.**

c. Work Assignments: Day Before Operating Day

- (1) The rotation line shall be established above the first * * * **Bus Driver** with the greatest seniority at each sign up. The rotation line shall move five (5) positions daily down the board. This rotation rate may be changed by mutual agreement. This number shall include the positions of * * * **Bus Drivers** who are on days off, on sick leave, vacation days, suspensions, **hold downs**, or not working for any reason * * *.

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- (2) (a) The posting of daily assignments shall be accomplished no later than * * * **3:00 p.m.** the day before the work is performed. * * * Extra board * * * **Bus Drivers** shall call in after * * * **4:00 p.m.** to ascertain their assignment for the next day. Whenever assignments must be changed after * * * **4:00 p.m.**, * * * **FAX** shall notify all affected * * * **Bus Drivers**.
- (b) Mis-assignments may be corrected by * * * **4:00 p.m.** After that time, * * * **FAX** has the option of paying for the error under Section C. 2. (e) below, or of changing the assignments and notifying all * * * **Bus Drivers** affected. A * * * **Bus Driver** who discovers an error in the Board should bring that error to the attention of the supervisor on duty responsible for the Board as soon as the error is discovered.
- (c) Any other work becoming available after the Board is posted, regardless of the time, shall be treated as a fill

and shall be assigned to a standby * * * **Bus Driver** on the day of work.

- (d) ATU shall be furnished a copy of the first daily assignment sheet, then the finished copy if revised, to include corrections to mis-assignments.
 - (e) Any * * * **Bus Driver** who is assigned work not consistent with the terms and conditions of the * * * **MOU** shall be paid for the work * * * **the Bus Driver** should have performed, subject to the following:
 - (i) Only the * * * **first three Bus Drivers** originally mis-assigned shall be compensated.
 - (ii) Pay shall be only at the * * * **regular/base** hourly rate, which shall count towards weekly overtime.
 - (iii) For a mis-assignment of day off work, the * * * **Bus Driver** will be paid for the actual hours mis-assigned, in increments of one-tenth of an hour, or four (4) hours, whichever is less at the * * * **regular/base hourly rate**. This shall be the full compensation for a mis-assignment of day off work.
 - (iv) Payment for a mis-assignment must be requested within seven (7) calendar days from the date the * * * assignment **in dispute** was posted.
 - (f) If ATU or a * * * **Bus Driver** alleges that an error in assignment has been made, the * * * **Bus Driver** shall work the assignment and may grieve the assignment afterwards.
 - (g) Changing of the extra board rules may be made by mutual agreement of both parties.
- (3) * * * **FAX** retains the exclusive right to determine combinations of work for the extra board based upon the needs of the system. This procedure defines the method by which extra board personnel are assigned to the board and the procedure

to be followed in assigning work to extra board * * * **Bus Drivers**.

(a) Extra board work will be assigned daily from the rotation line down the board in the following manner:

(i) Available daylight runs, with most hours first, available * * * **midday** runs with most hours second, **available night runs with most hours third**, available split runs, with most hours * * * **fourth**.

(ii) Combinations of work totaling as close to eight (8) hours as practicable, but not less than seven (7) hours, combinations of work with most hours will be assigned first. Combinations of work are not regular runs and details, but pieces of work other than regularly scheduled runs. They can be a combination of details, fills, etc.

Details not assigned may be added to regularly scheduled runs worked by extra board * * * **Bus Drivers**, as needed on a most pay time basis.

(iii) Standby assignment for regular extra board * * * **Bus Drivers** (total number determined when all other work is assigned).

(iv) Details, Trippers and Fills less than seven (7) hours with most hours first.

(v) Assignments of equal hours with earliest sign-off first.

(b) * * * **Bus Drivers** who volunteered to work overtime will be assigned in the following order:

[§§ deleted]

1st - Extra board * * * **Bus Drivers** on their day off.

2nd - Extra board * * * **Bus Drivers** on hold downs on their days off.

3rd - Regular * * * **Bus Drivers** who signed up for overtime on their regular work day.

4th - Regular * * * **Bus Drivers** who signed up for overtime on their days off.

5th - **Bus Drivers who volunteer to work while on vacation, in the order of seniority.**

(c) * * * **Bus Drivers** who volunteered for overtime work on days off must notify the dispatcher by 10:00 a.m. the day before their days off, of their intent to refuse any extra work. Any extra time refused by regular * * * **Bus Drivers** will be documented and tracked as red time as if it were actually worked.

(d) * * * **Bus Drivers** not working on their sixth day, but working on their seventh day, must be contacted by dispatch before being assigned any work. Dispatch must contact **the * * * Bus Driver** in person or in person by phone (telephone answering machines or third parties do not constitute contacting the * * * **Bus Driver**).

d. Work Assignments: The Day of Operation

(1) Should a piece of work become available on the day of operation and there are no standby * * * **Bus Drivers** or any scheduled to report prior to sign on time, work will be assigned in the following order, except as provided for in Article VIII C.1.b.(2):

1st - Extra board * * * **Bus Drivers** on their regular work day, **including those Bus Drivers assigned to a hold down.**

[§ deleted]

2nd - Extra board * * * **Bus Drivers** on a day off who signed up for overtime.

3rd - Extra board * * * **Bus Drivers** on hold downs on days off who signed up for overtime.

4th - Regular * * * **Bus Drivers** who signed up for overtime on their regular work day.

5th - Regular * * * **Bus Drivers** on days off who signed up for overtime.

6th - **Bus Drivers who volunteer to work while on vacation, in the order of seniority.**

7th - Regular * * * **Bus Driver** on a **regular** work day that did not sign **up** for overtime when it becomes necessary to maintain the service.

8th - Extra board * * * **Bus Drivers** on a day off who did not volunteer for overtime with the least seniority.

9th - Regular * * * **Bus Driver** on a day off who did not volunteer for overtime with least seniority.

(2) In the event there are two or more * * * **Bus Drivers** standing by, the first * * * **Bus Driver** shall take the assignment that signs on first (first up, first out). However, if two assignments sign on at the same time, the first * * * **Bus Driver** will take the assignment which contains the most number of hours. If the assignments are of equal pay time, the first * * * **Bus Driver** will take the assignment with the earliest sign off time. If standby extra board * * * **Bus Drivers** are to be cut off (released), such cut offs shall be from first sign on time. However, if standby * * * **Bus Drivers** sign on at the same time, release will be from the bottom of the list.

2. Hold Down Work Assignments

- a. When it becomes known that a regular run will be open for a period of five (5) or more working days the run will be designated a hold down. Such open runs shall be made available to extra board * * * **Bus Drivers** on a seniority basis. Hold downs will be posted for bidding for three work days following the day of posting. Bidding cutoff will be at 8:00 P.M. and hold downs will be assigned on the day prior to the extra board being completed. Such assignment shall last for the dates originally posted or until such time as the regular * * * **Bus Driver** returns or the next sign-up or mark down whichever occurs first.

- b. *** **Bus Drivers** working hold downs, *** will assume the days off of the hold down.
- c. (1) A hold down will not start until the *** **Bus Driver** has actually worked the hold down; i.e., pulled out the bus. *** If the *** **Bus Driver** assigned the hold down fails to pull out the run on the first day (except as provided in c. (2) below, the hold down will be assigned to the next *** **Bus Driver** in seniority who bid the hold down providing the hold down lasts for at least five (5) working days. However, if the piece of work lasts for only four (4) more working days, it will be filled day by day off the extra board in the normal rotation and not be considered a hold down.
- (2) Notwithstanding c. (1) above, a *** **Bus Driver** that bids a hold down who fails to pull out the run on the first day only, due to vacation, City business, union business, jury duty, sick leave, medical appointment, or military leave, shall retain the hold down. Failure to pull out the run on the first day of the run for any other reasons shall result in loss of the hold down. Missing the first two days of the hold down shall result in the loss of the hold down, regardless of the reason for the absence. *** **Bus Drivers** who **have been absent** *** 40 hours or more when the hold down is scheduled to start will not be forced on the hold down **on their first regular day of work**. However, if there are five (5) or more days left on the hold down, the next available least senior *** **Bus Driver** returning from an absence will be assigned that hold down. With the exception of the condition above, *** **Bus Drivers** forced on hold downs will not lose the hold down.
- d. In the event no *** **Bus Driver** bids the hold down (or no other *** **Bus Driver** has bid the run in the situation described in c. [1] above), it shall be assigned to the extra board *** **Bus Driver** with the least seniority. The assignment shall be for the dates originally posted or until such time as the regular *** **Bus Driver** returns or the next sign up or markdown which-ever occurs first. A hold down may be reassigned to the same *** **Bus Driver** if the *** **Bus Driver** is still least in seniority.
- e. **Forced hold downs with indefinite ending dates, shall expire on the last day of each month and will be re-posted to be effective the first working day of the following month.**

3. Guarantee

Each extra-board * * * **Bus Driver** shall be guaranteed pay equivalent to 8 * * * hours **at the regular/base rate of pay** on each of * * * **the Bus Driver's** regular * * * work days, provided the * * * **Bus Driver** actually works all of * * * **their** assignment(s) for that day.

D. GENERAL RULES FOR ALL **BUS DRIVERS**

1. Sign-Ups and Mark-Downs

- a. Upon implementation of a two week pay period, sign-ups will be adjusted to coincide with the biweekly pay periods. There shall be four complete sign-ups per year:
 - (1) September 1
 - (2) January 1
 - (3) April 1
 - (4) July 1
- b. If it becomes necessary to have an emergency sign-up or mark-down, the above sign-ups will still be held.
- c. If there is a change in the pay hours in any regularly scheduled run exceeding 10 minutes, there shall be a new sign-up or mark-down as required to allow seniority to prevail in the selection of work assignments.
- d. * * * **FAX** will notify the membership 30 days in advance of the effective date of the next bid sign-up. A sign-up roster shall be posted ten (10) days prior to the day of a sign-up, except in emergencies or other instances beyond the control of * * * **FAX**. A copy shall be provided to ATU. **Bus Drivers may leave a written proxy with the dispatcher, and the dispatcher will select a run for the Bus Driver according to the proxy. Choices on the proxy shall be ranked in numerical order of priority (e.g., 1=first choice, etc.). If the run or runs specified in the proxy are not available, the run or runs will be selected by the ATU President or designee. The ATU President or designee when performing duties in association with this provision will be on City business and compensated at the applicable hourly rate. Sign ups will be conducted over a**

twelve (12) hour period with the first bid to be submitted and posted no later than 6:00 a.m. and concluding at 6:00 p.m. Bus Drivers selecting assignments within the first three (3) hours (6:00 a.m. to 9:00 a.m.) will be allotted fifteen (15) minutes for the purpose of selecting assignment(s) and then every twenty (20) minutes thereafter.

- e. There shall be a markdown when three (3) or more permanent vacancies on regular or relief runs occur with more than thirty (30) days remaining in the current sign up period. Vacancies on the extra board, regardless of the number, will not result in a markdown.
- f. There shall be a markdown when three (3) or more new employees hired into the class of Bus Driver with more than thirty (30) days remaining in the current sign-up period.
- g. Sign up procedures may be modified by mutual agreement between the City and ATU.

2. **Scheduled and Unscheduled Vacation**

- a. Vacation shall be accrued at the following rates:

less than five (5) years of service, eight (8) hours per month; between five (5) years and twenty (20) years, ten (10) hours per month; more than twenty (20) years, 13.33 hours per month.
- b. Unscheduled vacation is that earned vacation **(or leave used for vacation purposes)** time off not assigned upon the basis of seniority.
- c. * * * **Bus Drivers** are encouraged to utilize earned * * * **leave for vacation purposes** on a scheduled basis and to hold requests for unscheduled vacation to a minimum.
- d. Approval for unscheduled vacation may be granted in minimum increments of one (1) hour when said vacation will not interfere with the operations of * * * **FAX** and when such vacation can be granted without the necessity of paying undue overtime for replacement personnel. Unscheduled vacation, when granted, must be on a first come, first serve basis, except in the event the **Transit** General Manager determines emergency or other unusual circumstances exist.

- e. Unscheduled Vacation Leave - Within **ninety (90)** to **thirty (30)** calendar days advance request, FAX will grant unscheduled vacation leave requests of five (5) consecutive days or less to the first two (2) * * * **Bus Drivers** who request such time. It is expressly understood that the requested unscheduled time of five (5) consecutive days or less must be taken within **ninety (90)** calendar days of said request. Cancellations require * * * **four (4)** calendar days advance notice to FAX. **FAX shall give four (4) calendar days advance notice to Bus Drivers of cancellation of unscheduled vacation due to an emergency. An emergency is defined as circumstances beyond the control of FAX, and shall not include staffing shortages.**
- f. Scheduled vacation shall be bid on the basis of seniority.
- g. Annual vacation bids shall start the first Monday in November for the following calendar year. The vacation calendar listing the **Bus Driver** * * * names and seniority numbers will be posted five days prior to the commencement of the vacation bidding. Vacation sign-ups will be conducted Monday through Friday until each * * * **Bus Driver** has had an opportunity to submit a bid according to the procedure in **h.** * * * below.
- h. In accordance with seniority, five * * * **Bus Drivers** per day, Monday through Friday, will be scheduled to submit their vacation block bids by 4:00 p.m. of the scheduled day on a vacation bid form and awarded according to the * * * **Bus Driver's** seniority. Vacation bids will not be held up for any * * * **Bus Driver**. Should a * * * **Bus Driver** submit a vacation bid after * * * **the Bus Driver's** scheduled time period, it shall be accepted at that time for the vacation time slots available at the time submitted. In accordance with seniority, * * * **Bus Drivers** may submit bids for as many time blocks of vacation that is equal to their annual accrual, **plus thirty percent (30%) of their vacation balance at the time of the sign up.** * * * The number of * * * **Bus Drivers** allowed on scheduled vacation blocks at any one time period will be determined by the Operations dispatching supervisory staff according to manpower requirements. * * *
- (1) It is understood that permitting the blocking of vacation in segments greater than seven (7) consecutive days or more which includes two days off may result in the fragmentation of blocks, in which event **Bus Drivers** who have yet to make their vacation selection will need to bid on those remaining segments in blocks of six (6) consecutive days or less.

- (2) All **Bus** Drivers shall be allowed to sign up for the amount of annual accrued vacation, except as provided in paragraph (6), below.
- (3) **Bus** Drivers shall have only one opportunity to select vacation time, or times, of their choice during the bidding period. Once all eligible **Bus** Drivers have exercised their right to bid on vacation time, there shall be no second time around to sign-up.
- (4) **Bus** Drivers will be allowed to select any amount of consecutive vacation days not less than a minimum of seven (7) consecutive days or more which includes two (2) days off (example: 5, 6, 7, 8, or 9).
- (5) In the event there are no vacation blocks of seven (7) consecutive day blocks left, which include two (2) days off, the **Bus** Drivers may choose any partial blocks left, not to exceed their annual accrued vacation time. Example: For a two (2) week accrual, the **Bus** Driver could pick any blocks left that add up to ten (10) days.
- (6) Additional fragmentation of vacation blocks will be allowed to enable a * * * **Bus Driver** to bid all his accrued vacation time for that year. This will only be allowed if * * * **the Bus Driver's** remaining days do not fit a fragmented vacation block.
- (7) * * * **FAX and ATU** agree to meet no later than October of each year during the term of this MOU to review the * * * vacation procedure. As a result of this meeting, the parties may mutually agree on modifications to the procedure or to revert to the vacation bid practice in place in the 1993-96 MOU.

It is the * * * **Bus Driver's** responsibility to verify * * * that they have adequate vacation hours accrued prior to starting any vacations.

- i. * * * **A Bus Driver may cancel scheduled vacation with seven (7) or more calendar days advance notice, and less than seven (7) calendar days if an emergency as determined by the Transit General Manager or designee.**
- j. When a vacation block has been vacated for any reason, it may be put up for a seniority bid depending on the needs of the system. Vacated vacation blocks will be posted on a vacation bid form for a

period of five days and will be pulled for assignment at 8:00 p.m. on the fifth day. It will be all **Bus Drivers'** responsibility to periodically check the posting board for any pieces of work that may be available or vacations that may be available.

***** Bus Drivers** desiring to bid on posted vacated vacation blocks must indicate so by signing on the posted form for the entire vacation block. This block may be in addition to their already scheduled vacation providing that they have the time available for both vacations or they may give up their previously bid vacation and it will ***** then be** considered vacant and may be bid according to the vacated vacation block procedure.

- k. It is each ***** Bus Driver's** responsibility to monitor ***** their** vacation accrual hours. ***** Bus Drivers** with less than 20 years of service are allowed to accrue 240 hours of vacation. ***** Bus Drivers** with 20 or more years of service are allowed to accrue 320 hours. During the term of this MOU, ***** Bus Drivers** who have reached maximum accrual, and have bid at least two weeks of scheduled vacation, may request from the department an additional 20% accrual for a period of 90 days. If the ***** Bus Driver** is unable to reduce ***** their** vacation accrual balance by the end of the extension period, ***** the Bus Driver** shall have all excess hours above the maximum accrual cashed out at ***** the Bus Driver's regular/base** rate of pay.
- l. **At the discretion of management, Bus Drivers on scheduled vacation leave may be permitted to work overtime by notifying the department of their desire to work prior to the beginning of the scheduled vacation. (Pay will be eight [8] hours vacation used, plus one and one-half [1 ½] times the regular/base rate of pay for all hours worked.) A Bus Driver who fails to operate a run as a result of a request to work overtime while on a scheduled vacation, will be subject to any established disciplinary action.**

3. **Alternative Workweek Work Schedules**

It is expressly understood that the parties have concluded the meet and confer process on this Subsection.

- a. **Alternative workweek work schedules may be necessary in order to provide minimum staffing, and/or based upon the service needs of the public, and/or other operational efficiency**

requirements. It is expressly understood that work assignments are determined and established by FAX based upon these requirements.

- b. If established, Bus Drivers shall select a 5/8 or 4/10 assignment based on the applicable MOU provisions contained in Article VIII, D.1., Sign-Ups and Mark-Downs.
- c. The hours for Bus Drivers working a 5/8 will consist of five (5) eight (8) hour days with two (2) consecutive days off. The hours for Bus Drivers working a 4/10 will consist of four (4), ten (10) hour days with three (3) consecutive days off. The number of 4/10 assignments will initially be limited to no more than twenty (20), although the number and type of 4/10 assignments can be expanded by mutual agreement by the parties. Generally, days off will either be Friday through Sunday or Saturday through Monday, with no more than five of all 4/10 assignments with consecutive days off other than those listed in this provision.
- d. FAX may discontinue alternative workweek work schedules at any time if it is determined by management that they detrimentally affect department operations and services. A thirty (30) day advance notice will be given in writing to affected Bus Drivers, ATU Local 1027, and the Labor Relations Division. The decision to discontinue alternative workweek work schedules is not appealable nor grievable. If FAX discontinues alternative workweek work schedules established under this provision, a new sign-up will be held and Bus Drivers will revert to 5/8 standard/normal workweek work schedules in accordance with Article VIII, D.1., Sign-Ups and Mark-Downs.
- e. Except as detailed directly below, applicable MOU provisions, Salary Resolution, FMC, and Administrative Order Sections concerning alternative workweek work schedules (i.e., 4/10) limitations on OT, holidays, leave accrual and usage, sick leave accrual and usage, and night shift premium pay will govern.
 - (1) OT - Work in excess of ten (10) hours in one (1) day, or on days off in a workweek shall be compensated at one and one-half (1 ½) times the base rate of pay.

Ten (10) hours of work on a holiday, which is a regular workday, shall be compensated at normal base pay, plus eight (8) hours of straight time/base pay for the holiday.

- (2) **Holidays** - Bus Drivers working a 4/10 shall receive 12 holidays of eight (8) hours, plus their birthday of eight (8) hours. Bus Drivers off on a holiday which falls on a regular workday shall receive eight (8) hours of base pay for the holiday, and may elect to take two (2) hours vacation or CTO to provide for a full ten (10) hours of pay, or may elect to take two (2) hours leave without pay.
- (3) **Sick Leave** - Bus Drivers working a 4/10 shall accumulate the same number of hours of sick leave per month as under the 5/8 standard.
- (4) **Vacation** - Bus Drivers working a 4/10 shall accumulate the same number of vacation hours per month as under the 5/8 standard.

- f. In the event FAX decides to discontinue the 4/10 alternative workweek work schedules, a new sign-up will be held using run-cuts substantially similar to those in effect at the time this agreement is ratified. The run-cuts to be bid will include a percentage of daylight, midday, and night runs, with days off similar to those in effect at the time this agreement is ratified.

[§§ deleted]

4. **Sick Leave**

- a. Full-time Bus Drivers shall accrue sick leave at the rate of eight (8) hours for each completed calendar month of employment, with unlimited accrual.

A supervisor shall have the right to require that a Bus Driver provide a physician's verification of personal illness at any time the supervisor suspects that the request for sick leave may not be legitimate. (See 4.d. for Family Sick Leave verification.) In the event of a disagreement, the matter will be referred to the Transit Operations Manager or designee for final determination. FAX will provide the Bus Driver with a written explanation outlining the reason(s) for said request. Failure to comply with a request by a supervisor to provide a physician's verification of illness will be grounds for corrective action, up to and including termination.

Sick Leave Policy for Fax Bus Operators, P2-3 and P2-4, Doctor's Verification shall no longer apply to members of this Unit. Effective May 26, 2003, Attendance Policy, Addendum I, incorporated into this MOU by reference shall apply, as well as the FMC, City administrative orders, policies, procedures, rules and regulations concerning sick leave usage and administration in effect on May 26, 2003. In the event of any conflict, the provisions of the Attendance Policy, shall apply.

b. Notwithstanding the provisions in the Attendance Policy, the following shall apply:

- (1) A Bus Driver subject to disciplinary action that results in a suspension without pay or imposition of a fine, shall have the option to request either the suspension without pay or in lieu of the suspension, a fine pursuant to FMC Sections 2-1661.5 and 2-1662.**
- (2) Bus Drivers are encouraged to schedule all routine medical and/or dental appointments outside of regular work hours when practical. Routine medical and/or dental appointments will not be considered an incident provided the Bus Driver notifies dispatch before 10:00 a.m. the day prior to the appointment, written verification of the appointment is provided upon the Bus Driver's return to work, and the Bus Driver works a minimum of four (4) hours on the day in which the appointment occurred.**

The parties acknowledge that there may be situations in which it will not be reasonable to schedule a doctor's appointment that would allow a Bus Driver to return to work in less than four (4) hours (e.g., Bus Driver has a 5:00 a.m. sign on time and the doctor does not schedule appointments until 9:00 a.m.). In those cases in which notice of the routine medical and/or dental appointment was given before 10:00 a.m. the day prior to the appointment, the Bus Driver can request the use of vacation leave to cover the time between the appointment and the sign on time. If approved, this time will be considered as pre-approved leave and will not be counted as an incident. An exception to this provision is if multiple doctor's appointments are scheduled for the same day.

All doctor's appointments of four (4) hours or less that are made during work hours without notice given before 10:00 a.m. the day prior to the appointment, will be considered an incident unless the Bus Driver provides written verification from the treating physician that the illness/injury was an emergency that required immediate medical care.

- (3) A partial incident is when a Bus Driver reports for work as required, and remains at work as scheduled for a minimum of four (4) hours, and for PPTs a minimum of fifty percent (50%), of their assignment for the day. Two (2) partial incidents equals one (1) incident in a rolling twelve (12) month period. If the partial incident continues into the next working day(s), the Bus Driver shall incur only one (1) incident for the absence.**
- (4) In the event a Bus Driver does not return to work following an approved leave under the Attendance Policy, the Bus Driver will be charged with an incident. However, the incident may be submitted to Transit General Manager or designee for review.**

- c. Appointment cards are not acceptable forms of verification.**
- d. Full-time Bus Drivers shall be allowed up to forty-eight (48) hours of accumulated sick leave per fiscal year for Family Sick Leave. Family Sick Leave shall be used only for those purposes defined in the California Labor Code. Use of Family Sick Leave shall be authorized and recorded by a department head or designee.**

The number of hours used for Family Sick Leave will be applied in all situations in which the utilization of Family Sick Leave is requested (e.g., when a Bus Driver is "forced" to work on their day(s) off pursuant to the provisions of this MOU.) If the use of Family Sick Leave includes a doctor's appointment, a supervisor shall have the right to require verification from the treating physician.

A Bus Driver who utilizes Family Sick Leave shall fill out a separate form attesting to the fact that the use of Family Sick Leave was made in accordance with the provisions of the California Labor Code. A Bus Driver who falsifies this

information shall be subject to disciplinary action up to and including immediate termination.

- e. ***** Bus Drivers** returning from sick or injury leave who fail to notify Dispatch before 10:00 a.m. the day prior to their return may be given any available work or sent home, as determined by the Department.
- f. **Bus Drivers who are subject to a 6th Incident under the Attendance Policy will receive a written reprimand and counseling to be served only by the Transit General Manager or Transit Operations Manager.**
- g. **The Attendance Policy shall be applied on a rolling twelve month period beginning May 26, 2003. In the application of the Attendance Policy, it is understood that Section II, paragraph 2, shall be applied to mitigate rather than increase the applicable disciplinary action.**

5. Holidays

- a. Except as may be modified in this Section, Holidays shall be governed by ***** FMC** Section 2-1513:
 - (1) January 1.
 - (2) The third Monday in January.
 - (3) February 12.
 - (4) The third Monday in February.
 - (5) The last Monday in May.
 - (6) July 4.
 - (7) The first Monday in September.
 - (8) September 9. Effective calendar year 1994, the parties have agreed that the Day before Christmas will be the holiday in place of Admissions Day, with FAX's prerogative to operate at either Saturday or Sunday level service.
 - (9) November 11.

- (10) Thanksgiving Day in November.
- (11) The Friday after Thanksgiving Day in November.
- (12) December 25.
- (13) * * * **Bus Driver's** Birthday.

Any day or part of a day declared by the Council, ordinance or resolution, to be a holiday.

- b. If January 1, February 12, July 4, * * * November 11 or December 25 falls upon a Sunday, the Monday following will be observed as the holiday in lieu of Sunday.
- c. All * * * **Bus Drivers** will receive eight (8) hours compensation for the above holidays with the following exceptions:
 - (1) Work performed on a holiday which is a scheduled work day, a * * * **Bus Driver** shall receive * * * regular salary plus the applicable hourly rate for the hours worked on that day.
 - (2) When a holiday falls on a regularly scheduled day off, * * * **Bus Drivers** in this unit will be credited with eight hours of vacation.
 - (3) In addition to the holiday credit in paragraph c., above, * * * **Bus Drivers** who are called in or scheduled to work a holiday, which is their regularly scheduled day off, will be compensated at time and one-half for a minimum of two hours or, for actual hours worked, whichever is higher.
 - (4) * * * **Bus Drivers** who are on leave without pay prior to a holiday will not receive compensation for the holiday unless they actually work the holiday.
 - (5) * * * **Bus Drivers** will be credited with eight hours of vacation in recognition of their birthday.

6. Return to Service or Position

- a. For leaves of absence approved by the City and not exceeding one year, seniority for the purpose of bidding runs only shall continue to accumulate. Leave taken under the **California** Family Rights Act of

1991 (CFRA) and/or the Federal Family and Medical Leave Act of 1993 (FMLA) will not affect a * * * **Bus Driver's** seniority accrual.

- b. Any member of this unit who is promoted, transferred, or demoted, except for disciplinary reasons, who returns to a position in the class of Bus Driver within one year of such action, shall be considered as maintaining * * * seniority for the purposes of bidding for runs only. For periods exceeding one year, return to a position in the class of Bus Driver shall be considered as new employment for the purposes of bidding runs.

7. Complaints/Inquiries

- a. Complaints received from members of the public about individual * * * **Bus Drivers** will be treated as inquiries, unless an **"Inquiry/Complaint Form"** is actually signed by the complaining party.
- b. A complaint which is not verified by a witness or put in writing and signed by the complainant, **or communicated to FAX within 90 days of the alleged occurrence**, shall be considered an inquiry and not be placed in the **Bus Driver's** * * * personnel file, but may be kept by the Transit Department for not more than **six (6) months**. * * * **Any inquiry** shall be brought to the attention of that * * * **Bus Driver** by a * * * **supervisor**.

[§ moved]

- c. An **"Inquiry/Complaint Form"** signed by the complaining party that says "see attached" and attaches a letter or statement regarding the complaint meets the requirements of the * * * **MOU**. If the complainant is physically unable to sign the **"Inquiry/Complaint Form"**, the complaint can be taken verbally. FAX is not prohibited from assisting complainants. * * * Complaints shall be brought to the attention of * * * **the Bus Driver** by a * * * **supervisor**. * * * **FAX** management shall provide a * * * **Bus Driver** with a written copy of every complaint made by a member of the public against that * * * **Bus Driver** as soon as practical, but not more than ten (10) calendar days after the complaint is received by the Department. The copy of the complaint shall not include the name of the complainant. Signature on the **"Inquiry/Complaint * * * Form"** by a * * * **Bus Driver** is not an admission of guilt but only proof that the * * * **Bus Driver** has seen the **"Inquiry/Complaint * * * Form"** and has had the opportunity to respond to it.

- d. * * * **FAX** management shall promptly investigate all complaints. Upon completion of the investigation of a complaint, * * * **FAX** management shall indicate on the "**Complaint/Inquiry Follow-up Form**", along with any other comments deemed appropriate, the disposition of the complaint using one of the following designations: "sustained", "unsubstantiated", "exonerated", or "unfounded". **The "Complaint/Inquiry Follow-up Form" shall state the specific reasons which FAX management relied upon in making the determination that a complaint has been * * * determined to be "sustained", "unsubstantiated", "exonerated", or "unfounded". The reasons, including any known evidence, for reaching such determination shall be stated on the "Complaint/Inquiry Follow-up Form" in detail, explaining clearly the decision, and if sustained, shall state the FAX policies, rules, or established procedures claimed to have been violated. * * ***

- (1) **A copy of the determination will be provided to the Bus Driver.**
- (2) **If the complaint is determined to be "sustained", upon receipt of the determination, the Bus Driver may, within ten (10) calendar days, * * * respond, in writing, to the allegations contained therein and said response will be attached to the complaint.**

Any complaint not timely processed in accordance with this procedure shall not be made part of the * * * **Bus Driver's** record.

For purposes of this provision, the following definitions shall apply:

Sustained: The evidence **and written determination** establishes, to the satisfaction of **the Transit * * * General Manager or the Transit Operations Manager**, that the allegation in the complaint did occur and constitutes a violation of * * * **FAX** policies, rules, or established procedures.

Unsubstantiated: The evidence **and written determination** is, to the satisfaction of **the Transit * * * General Manager or the Transit Operations Manager**, insufficient to prove or disprove the allegation in the complaint.

Exonerated: The evidence **and written determination** establishes, to the satisfaction of **the Transit * * * General Manager or the Transit Operations Manager**, that the conduct alleged in the

complaint occurred but was within * * * **FAX** policies rules or established procedures.

Unfounded: The evidence **and written determination** establishes, to the satisfaction of **the Transit * * * General Manager or the Transit Operations Manager**, that the allegation in the complaint is either false or not supported by the evidence.

For the purpose of this provision, any days during the ten (10) **calendar** day period * * * **under subsections c. and d. (2), above**, on which the * * * **Bus Driver** is absent for any reason shall not be counted.

8. Accidents/Incidents

Any * * * **Bus Driver** required by the City to complete an accident or incident report before or after normal working hours shall be paid at the applicable hourly rate for fifteen (15) minutes or the time actually required to complete the report. **Bus** Drivers shall complete accident/incident reports before the close of the business day on the day of the accident/incident unless physically incapable of doing so. **Bus** Drivers who do not complete the accident/incident reports before the close of the business day on the day of the accident/incident will be subject to discipline.

The **Bus** Driver can be required to complete the report in an area designated by management. If requested, **Bus** Drivers will be allowed to consult with a representative of their choice while completing an accident/incident report.

It is the **Bus** Driver's responsibility to request a representative and obtain one (although FAX will make reasonable efforts to contact representatives who are working). The representative will not be paid during time spent representing **Bus Drivers** * * *; however, a representative on stand-by may assist without loss of compensation, but may have to leave if assigned work.

The **Bus** Driver may choose to wait for a particular representative, but will not be paid while waiting. A **Bus** Driver who chooses to leave and return later, before the close of the business day to fill out the report, will be paid as if * * * **the Bus Driver** had filled out the report at the end of the normal shift. A **Bus** Driver cannot create an entitlement to any form of premium pay by exercising the option to leave and return later to fill out the report. A supervisor can be present with the **Bus** Driver and * * * representative while the report is being completed.

When a **Bus Driver** * * * is charged with a preventable accident, * * * **the Bus Driver** shall have seven (7) calendar days to appeal the charge to the * * * **Accident Review and Safety Committee (ARC)**. Not more than thirty-one (31) days from the date of the appeal, the * * * **ARC** shall review the charge and make recommendations. If no such review is conducted, through the fault of the City, the charge shall be dismissed. A request for postponement by **either party** * * * beyond the next scheduled hearing date may be granted by mutual agreement if good cause exists.

* * * **ATU** shall have the right to conduct its own investigation of accidents and incidents. It may interview witnesses, preserve evidence, etc. Union representatives must make it clear that they are not representing the City when engaging in this activity. They cannot be in FAX uniform. They must make it clear that they are acting on behalf of the **Bus Driver** as an individual.

9. Accident Review and Safety Committee (ARC)

- a. The * * * **ARC** shall be comprised of two (2) * * * **Bus Drivers** * * * selected by ATU and two (2) * * * **FAX** Management employees selected by the **Transit** General Manager. The Chair shall be mutually selected by * * * **FAX** and ATU and shall be a City employee familiar with safety procedures and practices. All members, including the Chair, shall serve for a minimum of six months. The City and ATU representatives may be removed and a new member(s) selected with fifteen (15) days prior notice to the other party. A decision of the * * * **ARC** may be appealed to the **Transit** General Manager by either party. The decision of the **Transit** General Manager may be appealed within ten (10) working days to the City Manager.
- b. The * * * **ARC** may also address other areas involving safety as may be determined appropriate, including the amount of time necessary for sign-on, bus inspection, travel time, relief time, and pull-in time.
- c. The * * * **ARC** shall meet at least once monthly.
- d. Such bus maintenance records and information as may be pertinent to the * * * **ARC's** findings shall be made available if requested at least 3 working days in advance of the * * * **ARC's** hearing date. All information distributed at the ARC meetings for review of accidents/incidents may be kept by * * * **ATU** representatives.

A **Bus Driver** may be represented by * * * **ATU** at the ARC hearing, * * * and may show a pertinent video to explain their side of the case. The video will

not include interviews of witnesses. It is understood that the video will be short in length (3-5 minutes).

FAX equipment will not be used to "stage" an incident unless approved by the * * * **FAX** Operations Manager. A representative may ride a FAX bus, in revenue service and under normal circumstances, with a video camera.

All safety rules must be followed while on board the bus. If a video is presented to the ARC, management has the right to delay a decision on the case while additional follow-up is conducted.

Any delay as a result of a video, will automatically extend any time lines on any possible action taken. A **Bus** Driver may present a witnesses written account of what they saw, but witnesses are not allowed at the ARC.

The ARC will view all videos and will not screen some and not others.

E. BENEFITS FOR PERMANENT PART TIME (PPT) BUS DRIVERS

1. General

Bus **D**river's occupying PPT allocated positions shall be members of the recognized ATU unit. The terms and conditions set forth in the current MOU apply to **Bus** **D**river's occupying PPT allocated positions, in addition to those set forth in this agreement and * * * **FMC**, administrative orders, policies, procedures, rules and regulations.

2. Additional Departmental Rules and Regulations

- a. PPT **B**us **D**river's shall not be part of the extra board, but at each sign-up period * * * shall be allowed to bid one (1) or more work assignments by seniority from assignments designated by management as regular PPT work assignments. PPT **B**us **D**river's shall not be allowed to bid **or be assigned** more * * * **than** thirty-two (32) hours of work per week, **except in an acting capacity**. **PPT Bus Drivers who are assigned to drive more than thirty-two (32) hours per week will be paid one and one-half (1 ½) times the applicable hourly rate except for those situations that are beyond the control of the Department. Examples of these situations may include vehicle breakdown, traffic conditions and passenger loads, etc.**
- b. Spread time provisions shall not apply to PPT **B**us **D**river's.

- c. In addition to any prescribed forms of discipline, PPT **Bus Drivers** receiving miss-outs may receive work for the day of the miss-out at the discretion of management. Work so received shall not exceed the number of hours the PPT **Bus Driver** was scheduled to work for the day of the miss-out.

3. Recruitment and Retention

- a. PPT **Bus Drivers** shall be recruited, hired, employed, and disciplined as permanent employees pursuant to the * * * FMC, administrative orders, policies, procedures, rules, regulations, the MOU, and as may be provided in this agreement.
- b. PPT **Bus Drivers** shall serve a probationary period consisting of one thousand-forty (1,040) hours of non-overtime work from the date of appointment to a PPT allocated position. A * * * **Bus Driver** who completes a PPT probationary period shall not serve an additional probationary period if * * * appointed to a permanent full-time allocated **Bus Driver** position as long as such employment as a PPT **Bus Driver** has been continuous up to appointment to a permanent full-time allocated **Bus Driver** position.

If a PPT **Bus Driver** is appointed to a permanent full-time allocated **Bus Driver** position prior to completing * * * the probationary period, the * * * **Bus Driver** shall complete the balance of the required probationary period as a PPT. This is calculated by subtracting the number of non-overtime hours worked as a PPT **Bus Driver** from one thousand-forty (1,040) hours, dividing the remainder by forty (40) hours, which equals the number of weeks remaining in the probationary period to be served in the permanent full-time position appointment (e.g., $1,040 - \text{number of non-overtime hours} = \text{remainder}$ $\div 40 \text{ hours} = \# \text{ of weeks remaining in the probationary period to be served}$). Any hours spent on paid or unpaid leave shall not be credited toward calculating the completion of the probationary period.

- c. Appointments to vacant permanent full-time allocated **Bus Driver** positions shall be made from * * * **Bus Drivers** holding positions as PPT **Bus Drivers**. The * * * **Bus Driver** having the greatest seniority as a PPT **Bus Driver** shall be offered the vacant position which the City may in its sole discretion, decide to fill. In the event all PPT allocated **Bus Driver** positions are vacant, appointments shall be made from a **Bus Driver** eligible list. Service as a PPT shall not be counted toward seniority as a permanent full-time **Bus Driver**, except

where length of service of two (2) or more permanent full-time **Bus Drivers** is identical.

- d. In the event of a reduction in work force or lay off, PPT **Bus Drivers** shall be separated from city service before any permanent full-time **Bus Driver** as defined in the FMC.
- e. **The parties agree that Bus Drivers** occupying permanent full-time positions may transfer to vacant PPT allocated positions, and will receive the benefits provided in paragraph 4 of this agreement. **In order to establish the terms and conditions under which such transfers will be accomplished, the parties further agree to meet for the purpose of reaching a side letter agreement setting out the details under which such transfers will be accomplished.**
- f. Management will limit the number of PPT **Bus Drivers** to not more than fifteen percent (15%) of the total allocation of permanent, full-time **Bus Drivers**.

4. Benefits

- a. Uniform Allowance - PPT **Bus Drivers** shall receive the same uniform allowance as that set forth in MOU Article IX (D).
- b. Jury Duty/Court Attendance - PPT **Bus Drivers** shall be compensated for jury duty attendance and court attendance in accordance with applicable FMC provisions.
- c. Workers' Compensation - Workers' compensation benefits shall be those amounts established by the State of California Workers' Compensation regulations.
- d. Overtime - PPT **Bus Drivers** shall receive overtime compensation at the applicable hourly rate of hours worked in excess of forty (40) hours in a week, and for hours worked on a holiday.
- e. Holidays - PPT **Bus Drivers** shall receive paid leave for holidays at a rate proportionate to a permanent full-time employee (FTE) occupying the class of Bus Driver.
- f. Sick Leave - PPT **Bus Drivers** shall accumulate sick leave at a rate proportionate to a permanent * * * **FTE** occupying the class of Bus Driver.

- g. **Family Sick Leave** - PPT **Bus Drivers** shall be allowed up to 38.4 hours of accumulated sick leave per fiscal year for Family Sick Leave. Family Sick Leave shall be used only for those purposes defined in the California Labor Code.
- h. **Vacation** - PPT **Bus Drivers** shall accumulate vacation leave at a rate proportionate to a permanent * * * **FTE** occupying the class of Bus Driver.
- i. **Retirement** - PPT **Bus Drivers** shall not be members of the Employees' Retirement System, and shall be enrolled in the Social Security program. This retirement paragraph does not apply to **Bus Drivers** who transfer from permanent full-time **Bus Driver** positions to PPT allocated positions, and who were in the Employees' Retirement System at the time of the transfer. Such * * * **Bus Drivers** shall remain in the Employees' Retirement System, make prorated contributions based on the number of hours worked, and shall receive prorated service credits.
- j. **Health and Welfare** - PPT **Bus Drivers** shall receive health and welfare benefits as set forth herein. A PPT who declines to participate in the health plan at employment may elect to participate each year thereafter; however, once participation is elected, it shall be irrevocable. Participation at any time shall be by deduction from the * * * **Bus Driver's** paycheck.

PPT **Bus Drivers** - the City shall contribute, towards the premium required by the Fresno City Employees Health and Welfare Trust, an amount of money on behalf of the * * * **Bus Driver** in proportion to the number of hours scheduled for that position, as reflected in the adopted budget. The City shall make such contribution only on the condition that the * * * **Bus Driver** agrees to contribute to the Fresno City Employees Health and Welfare Trust the difference between such City contribution and the amount required by the Fresno City Employees Health and Welfare Trust for the level of benefits provided. If the * * * **Bus Driver** does not so agree, then the City shall make no contribution for health and welfare for such * * * **Bus Driver**. Election to pay such difference shall be made within fifteen (15) days of appointment and shall be irrevocable, except as noted above.

F. **RUN EXCHANGES**

- 1. Extra board Bus Drivers are excluded from participating in run exchanges. The exchange must be for * * * **Bus Drivers** working runs scheduled on the

same day. The process for allowing the exchange of runs will be reviewed periodically and FAX management may, at its discretion, extend the process to include * * * **Bus Drivers'** days off.

2. The exchange must be documented on a form, signed by both * * * **Bus Drivers**, and approved by FAX management at least 48 hours before the exchange is to take place and/or 24 hours before the board is posted.
3. The City shall incur no additional liability due to such exchanges nor shall the City assume any responsibility regarding "pay back" of the exchange. The hours worked by the substitute * * * **Bus Driver** will be excluded by the City in the calculation of the hours for which the substitute * * * **Bus Driver** would otherwise be entitled to overtime compensation under the Fair Labor Standards Act. When one * * * **Bus Driver** substitutes for another, each * * * **Bus Driver** will be compensated as if * * * **they** worked * * * **their** normal scheduled run.
4. **When one Bus Driver substitutes for another, the Bus Driver being substituted for will be credited as if the Bus Driver had worked their normal schedule for that shift. If the substituting Bus Driver wishes to be compensated for the substitute shift worked at the base/straight time rate of pay, then the Bus Driver being substituted for shall transfer the applicable number of vacation or CTO hours to the substituting Bus Driver's "like" account. (Note: The Bus Driver being substituted for may only select one account from which to take hours for transfer, and those hours shall only be transferred to the volunteer substitute's "like" account. If the substituting Bus Driver's selected account is at the maximum allowable balance, the substituting Bus Driver shall be compensated at the base/straight time rate of pay from the transferred hours. An internal processing form has been established to accomplish this transfer.)**
5. Any * * * **Bus Driver** who fails to operate a run as a result of an exchange, will be subject to any established disciplinary action, and will not be permitted to engage in future exchanges for a period of one year.
6. The privilege of allowing run exchanges as outlined above will be under review and may be terminated with thirty (30) days written notice to the Labor Relations Division and ATU if in the opinion of management the process has adversely affected scheduled operations or has resulted in * * * **Bus Driver** abuse. **This subparagraph shall terminate effective midnight June 30, 2004.**

ARTICLE IX

COMPENSATION AND BENEFITS

[§§ deleted]

A. GENERAL

1. **All economic benefits provided by Council ordinance or formal Council resolution and not otherwise clearly and explicitly modified or restricted in this MOU shall be continued without alteration during the term of this MOU.**
2. **In order to maintain parity with comparable classes, effective February 17, 2003, the hourly rate for Bus Drivers shall be re-aligned as follows:**

Step "A":	\$15.115385
Step "B":	\$15.761538
Step "C":	\$16.595077
Step "D":	\$17.438850
Step "E":	\$18.528260
3. **Effective May 26, 2003, salaries for Bus Drivers shall be increased by 2%, as reflected in Exhibit I.**

B. FRESNO CITY EMPLOYEES HEALTH AND WELFARE TRUST

1. The City and ATU agree that the Fresno City Employees Health and Welfare Trust has the authority to determine the benefits that will be provided during the term of this MOU. The sole responsibility of the City under this clause is to provide a set dollar amount to be contributed to the Trust on behalf of the * * * **Bus Drivers** represented by ATU. The City will contribute only the dollar amount adopted by the Fresno City Employees Health and Welfare Trust for employee benefits during the term of this MOU, **but not to exceed \$500 per month per Bus Driver.** * * * In the event the premium established by the Trust during the term of this MOU is greater than the City's agreed maximum contribution, the * * * **Bus Driver** will be required to contribute the amount necessary to make up the difference through payroll deductions. In the event the City agrees to contribute an amount higher than **\$500** on behalf of any other recognized bargaining unit, excluding Unit 1/Local 39, whose members participate in the Fresno City Employees Health and Welfare Trust, the City agrees that it will reopen the meet and confer process on this item upon request by ATU.

[§ deleted]

C. BUS PASSES

Free bus passes shall be provided to members of this * * * **Unit**, covering the * * * **Bus Driver**, spouse, and dependent children under the age of eighteen. The passes will require annual renewal stickers issued to each * * * **Bus Driver**.

All dependents otherwise eligible for free bus passes must reside with the * * * **Bus Driver** or be a dependent according to Internal Revenue Service regulations, in order to maintain such eligibility. It is the responsibility of the Bus Driver to ensure that bus passes are not abused by family members, however, **Bus Drivers** will not be penalized for unknown dependent misuse of bus passes. Any * * * **Bus Driver** who knowingly allows the abuse of free bus passes by **family** members * * * may have the privilege of bus passes revoked for all members, including the * * * **Bus Driver**, for a period not to exceed six months.

Bus passes will be provided to retired motor coach operators. The passes will require annual renewal and are intended for use by the retired * * * **Bus Driver** only.

[§ deleted]

D. UNIFORM PURCHASE AND MAINTENANCE ALLOWANCE

1. Effective * * * **July 1, 2003**, **Bus Drivers** shall receive * * * **\$530** per year as a uniform purchase and maintenance allowance, prorated and paid in semi-annual installments (by separate check) on the first pay date following each January 1 and July 1, with proration based upon the number of days actually worked (vacation and light duty are considered days worked) during the previous six-month period in accordance with the following proration guidelines:

No. Days Worked	% \$ To Receive
90 days or more	100%
72 to 89 days	75%
54 to 71 days	50%
36 to 53 days	25%
18 to 35 days	10%
Less than 17 days	0%

2. Uniform application and enforcement to be consistent with uniform policy as developed by FAX.

E. PROBATIONARY PERIOD

The probationary period for new * * * **Bus Drivers** in the **Unit** shall be six (6) months, such period to begin after the training period has been satisfactorily completed.

F. LEAVE WITHOUT PAY

Leave without pay may be granted for a period not to exceed 120 days and may be extended by the City Manager, subject to the provisions of FMC Section 2-1505.

Leave taken under the Family Rights Act of 1991 will not affect a * * * **Bus Driver's** seniority accrual.

G. UNAUTHORIZED LEAVE AS RESIGNATION

A * * * **Bus Driver** who without prior approval is absent or fails to perform * * * **their** duties for three (3) consecutive working days shall be considered to have resigned * * * **their** position, effective upon the first day of absence. FMC Section 2-1512.7 controls the applicability and administration of this section.

H. WORKERS' COMPENSATION

1. Notwithstanding the provisions of FMC Section 2-1515, **effective May 26, 2003**, * * * a * * * **Bus Driver** * * * who suffers an injury/illness in the course and scope of * * * **City** employment shall receive **seventy-six (76)** * * * percent of * * * **the Bus Driver's** full wages or salary, excluding overtime.

- a. **Compensation for a work related injury or illness shall begin following the first three days after the Bus Driver leaves work as a result of the injury or illness. However, this three (3) day waiting period shall be waived and compensation shall begin on the first day of a work related injury or illness only if:**

- (1) **the Bus Driver is hospitalized as an inpatient for at least twenty-four (24) hours;**
- (2) **the Bus Driver is absent from work 14 days or more;**
- (3) **the Bus Driver is placed on light duty at any time during the first three (3) days.**

2. **Partial days of absence due to a work related injury or illness, including the day of injury or illness, shall be at full pay and shall not count toward the three (3) day exclusion period; however, this time shall be recorded as work related injury/illness absence.**
3. **At the *** Bus Driver's option, *** in the event work related injury/illness pay from the City is not provided during the first three (3) days of absence due to the work related injury or illness, the *** Bus Driver may take sick leave, vacation, holiday, or compensatory time off (CTO), for that period.**
4. **If the Bus Driver opts to use sick leave, vacation, holiday, or CTO for the first three (3) days and it is later determined that work related injury/illness pay under paragraph 1. a. above, beginning on the first day of a work related injury is appropriate, the leave time shall be restored to the Bus Driver and the Bus Driver's pay or leave balance will be adjusted accordingly.**
5. **If a Bus Driver is placed on sick leave, vacation, holiday, or CTO pending determination as to whether the injury or illness is industrial, and the injury or illness is determined to be industrial, sick leave, vacation, holiday or CTO shall be restored and the Bus Driver placed on work related injury/illness leave as provided herein.**
6. **If a Bus Driver is placed on sick leave, vacation, holiday, or CTO pending determination as to whether the injury or illness is industrial, and the injury or illness is determined not to be industrial, sick leave, vacation, holiday or CTO shall not be restored and the absence will be considered an incident as outlined in Administrative Order 2-19.1.**
7. **Retirement benefits shall not be reduced as a result of the level of compensation established herein. Changes in contribution by the City and Bus Driver shall be in accordance with applicable retirement code sections.**
8. **Taxes shall not be withheld on compensation which is paid due to an injury or illness sustained in the course and scope of employment with the City. In the event a court of competent jurisdiction, or other competent authority, finds this Section invalid, the provisions of Article XI of this MOU shall apply. Any subsequent agreement reached by the City and ATU on a replacement for this Section shall be made effective back to the date of the determination of the invalidity of this Section.**

I. RETIREMENT

The parties agree that during the term of this MOU they will continue to meet and confer with respect to those enhanced retirement benefits currently being

explored by the Retirement Board, as well as with respect to those issues related thereto. It is understood that this does not commit the parties to a particular outcome; only to continue meet and confer on this subject during the term of this agreement.

[§§ deleted]

J. **TEMPORARY ASSIGNMENT TO PERFORM DUTIES OF ABSENT * * * BUS DRIVERS**

1. All temporary assignments * * * shall be in accordance with * * * **FMC Sections 2-1648, 2-1648.1, 2-1649, 2-1649.5 and 2-1650.**
2. **Notwithstanding the fact that such Bus Drivers may retain permanent status in their positions in this Unit, in the event a Bus Driver previously holding a position in this Unit is assigned to perform the duties of a position outside this Unit, such Bus Driver shall not be deemed to be included in this Unit during such assignment.**

[§ deleted]

K. **FEDERAL DRUG POLICY (FEDERAL OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT)**

Policy

1. The parties agree that a policy entitled "Controlled Substances and Alcohol Testing Regulations" summarizing the federal regulations required by the Federal Omnibus Transportation Testing Act (ACT) was formally adopted by the City Council at a public hearing on December 20, 1994.
2. The parties acknowledge that subsequent to the adoption of the City's current policy, the U.S. Department of Transportation, Federal Transit Administration issued a "Best Practices Manual: FTA Drug and Alcohol Testing Program" to be applied by entities with employees subject to the regulations of the ACT. The Best Practices Manual further requires said entities to adopt a policy incorporating procedures to be utilized to assure compliance of the ACT, as described therein.
3. The parties agree that it was necessary to revise and amend the City's current policy, now amended and entitled "Controlled Substances and Alcohol Testing Regulations, Fresno Area Express", to include the recommendations and requirements contained in the Best Practices Manual.

4. The parties agree that the policy has now been revised and amended to sufficiently summarize the current federal regulations required by the ACT. The amended policy will be distributed to every affected Bus Driver of this Unit, and at the time of training and orientation.
5. The parties agree that the Medical Review Officer (MRO), the Substance Abuse Professional (SAP) and the rehabilitation treatment program and facilities used for this purpose will be those designated by the respective employees health and welfare trusts and that employees referred to these services as a result of the application of this policy will be tracked separately and the charges billed directly to the City through the Risk/Safety Manager. The Risk/Safety Manager will be responsible for receiving all information related to the implementation of this policy and directing the applicable disciplinary action in coordination with the Labor Relations Manager.

L. VERIFIED TRANSIT TRAINING (VTT)

*** **FAX** will provide VTT as required by the State of California. *** **FAX** will notify *** **Bus Drivers** of their scheduled training time(s).

Training will be treated as a regular assignment and will be subject to the rules regarding an assignment. Training time under this provision will be considered hours worked for the purposes of calculating overtime.

M. BILINGUAL *** **CERTIFICATION PROGRAM**

[§§ deleted]

1. The bilingual certification program consists of a City administered examination process whereby Bus Drivers may apply for a Summer and/or Winter bilingual examination, and if certified by the examiner receive bilingual premium pay for interpreting and translating. Bilingual pay is not pensionable.
 - a. Bilingual certification examinations will be conducted two (2) times per year (Summer and Winter). During the examination noticing period, examination applications will be available at the Personnel Services Department, Human Resources Division and City department personnel units.
 - (1) In order to qualify for the Summer examination, the application must be received by the Human Resources Division during the month of May, but no later than the last regular business day of May.

- (2) In order to qualify for the Winter examination, the application must be received by the Human Resources Division during the month of November, but no later than the last regular business day of November.
 - (3) Bilingual examination application deadlines are not appealable or grievable.
- b. Bilingual certification examinations are conducted for Cambodian, Hmong, Laotian, Sign, Spanish and Vietnamese languages.
 - c. The bilingual premium pay rate for certified permanent Bus Drivers is fifty dollars (\$50) per month and twenty-five dollars (\$25) for permanent part-time Bus Drivers, regardless of how many languages for which a Bus Driver is certified.
 - (1) Certified Bus Drivers may interpret/translate for departments/divisions they are not assigned to, provided the requesting department/division has a demonstrated customer service related need, and has obtained approval from the certified Bus Driver's Transit General Manager or designee.
 - (2) Certified Bus Drivers shall not refuse to interpret/translate while on paid status. Refusal may result in appropriate disciplinary action. Certified Bus Drivers may be assigned to any situation, and may be required to prepare written reports/materials related to the situation.

N. AMERICANS WITH DISABILITIES ACT, FMLA, AND **CFRA** * * *

The City and the Union are aware of the passage of the Americans with Disabilities Act, the Federal Family and Medical Leave Act of 1993 (FMLA), and the California Family Rights Act of 1991 (**CFRA**). As of the effective date of this Memorandum of Understanding, leave taken under the FMLA and (**CFRA**) * * * is governed by Administrative **Order 2-21**. * * *

O. COMPENSATORY TIME OFF (CTO)

* * * **Bus Drivers** may elect to accrue * * * CTO in lieu of cash payment for overtime hours worked. * * * **Bus Drivers** may accrue a CTO balance not to exceed thirty-two (32) hours * * *. * * * **Bus Drivers** who have reached the maximum balance shall be given cash payment for additional overtime hours worked until such balance has been reduced below or to the maximum allowable. Use of available CTO shall be requested and subject to approval the same as is vacation, and the

provisions of FMC section 2-1510 (g) shall apply. * * * **FAX will compensate, by cash payment, all CTO balances at the regular/base hourly rate on the last pay period or, upon request by a Bus Driver, at any time during each fiscal year. With at least thirty (30) days notice, a Bus Driver may request their CTO balance be carried over into the next fiscal year.**

[§ deleted]

P. **HOURS PREMIUM PAY**

Each permanent full-time equivalent * * * **Bus Driver** who is scheduled to work P.M. hours that occur between the hours of 8:00 p.m. and 3:00 a.m. shall receive P.M. hours premium pay, in addition to the * * * **Bus Driver's** base rate of pay, at the rate of one and 75/100 dollars (\$1.75) per hour for all actual hours worked that fall solely within the 8:00 p.m. to 3:00 a.m. time period.

Q. **EMPLOYEE PERFORMANCE EVALUATIONS**

Effective July 1, 2003, it is understood and agreed that Bus Drivers hired into classes which have step increases, will move from Step "A" to Step "B" on the anniversary date which is twelve (12) calendar months from the date the Bus Driver was appointed to the current class.

ARTICLE X

*** * * SAVING CLAUSE/FULL UNDERSTANDING**

A. SAVING CLAUSE

In the event any article, section, or portion of this * * * **MOU** should be held invalid and unenforceable in any court of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specifically specified in the court's decision, and upon issuance of such a decision, the City and ATU agree to immediately meet and confer upon a substitute for the invalidated article, section, or portion thereof.

B. FULL UNDERSTANDING

It is intended that this MOU sets forth the full and entire understanding of the parties, and any previous understanding **or** agreements **by the parties** * * * regarding any such matters are hereby superseded, and terminated in their entirety. With respect to side letter agreements, **any** * * * not attached to this MOU are hereby terminated in their entirety. Side letter agreements attached to this MOU shall continue in force subject to the terms contained therein, or in the absence of specified terms the side letters shall terminate upon the expiration of this MOU. Any side letter agreements entered into during the term of this MOU shall continue in force subject to the terms and conditions set forth within each side letter. **This paragraph is not intended to prevent either party from relying on discussions which occurred during the meet and confer process for the purpose of clarifying the meaning of this MOU.**

ARTICLE XI

TERMINATION

This MOU shall be in full force and effect from July 1, 2002, through June 30, 2004, subject to the Sections A., B., C., and D. below.

- A. This MOU shall become effective only after ratification by the members of ATU, followed by City Council approval and the expiration of the waiting period for the Mayor's action provided in Charter sections 605 and 609, and shall remain in full force and effect * * * through **June 30, 2004.**
- B. During the life of this MOU, should either party desire to modify its terms or to meet and confer as to matters within the scope of representation not addressed in this MOU, * * * **the party requesting such modification** shall request in writing to meet and confer on the item, which item shall be specified in writing.
- C. During the life of this MOU, either party may refuse such request without explanation if the item is directly related to or is an item directly considered herein, or if the item was included in a written proposal of either party during the meet and confer process which led to this MOU.
- D. **Nothing in this Article shall preclude the City from entering into a Joint Powers Authority or Regional Transit District during the term of this agreement with written notice to ATU. Following said notice, the parties agree to discuss the impact of such decision on the members of this unit.**

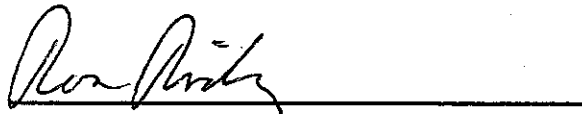
IN WITNESS WHEREOF, the parties hereto have set their hands this 12th day of May, 2003.

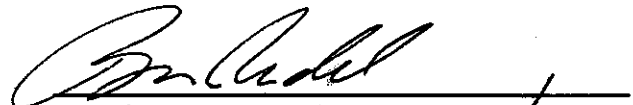
FOR ATU, LOCAL 1027


FOR THE CITY OF FRESNO


RICK STEITZ
President/Business Agent

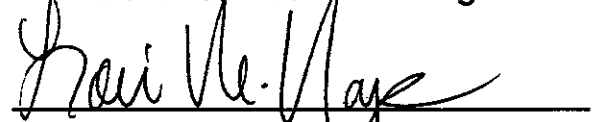

JORGE C. AGUINIGA
Labor Relations Manager


RON RODRIGUEZ
Secretary-Treasurer


BRUCE A. RUDD
Transit General Manager


GEORGE HELTON
Vice-President


DEAN HUSS
Provisional Operations Manager


LORI M. NAJERA
Senior Human Resources Analyst

APPROVED AS TO FORM
CITY ATTORNEY'S OFFICE

BY: 
Deputy City Attorney

EXHIBIT I

Bus Drivers - Unit 6

TABLE I Bus Drivers - Unit 6 Salaries - Effective May 26, 2003					
STEP	A	B	C	D	E
Bus Driver - Monthly	2673	2787	2935	3084	3276
Bus Driver - Hourly	15.417692	16.076769	16.926978	17.787627	18.898825

ADDENDUM I
Page 1 of 3

Subject: Attendance Policy	Number: 2-19.2
	Date Issued/Revised:
Responsible Department: Personnel Services	Approved:

Purpose

To establish a Citywide attendance policy.

Policy and Procedures

This policy is to be construed on a rolling 12-month period following the effective date. A primary requirement for continued employment is regular attendance. While the City recognizes some absences may be unavoidable, City departments and the employees have an obligation to the public which demands regular and prompt attendance. It is the employee's responsibility to maintain their physical and mental well being and to achieve a maximum level of productivity.

Although it is recognized that excessive absenteeism is a proper reason for corrective/disciplinary action, up to and including termination of employment, it is the policy of the City to identify problem areas by keeping proper records, exploring avenues of available assistance, and encouraging compliance with attendance standards.

This attendance policy was developed to establish guidelines to further efforts to provide service to the public, and is designed to be a no-fault program. The pervasive problems stemming from inordinate absences are the focus of this policy, not the nature of the absences.

Authorized leaves and statutorily protected leaves (e.g., Family and Medical Leave Act, California Family Rights Act, Military leave, jury duty and subpoenas and court appearances, bereavement leave, vacation leave, FMC leave of absences, suspension, union business, etc.) are outside the scope of this attendance policy.

In the event of a serious illness or injury to the employee requiring the employee's absence during a future period of time, or a serious illness or injury to the employee's spouse, dependent minor children, or parents requiring the employee's absence during a future period of time, the applicable City department, the employee and applicable recognized bargaining unit may agree to a plan for the employee's absence(s) over a specified period of time. If such plan is agreed upon, absences under such plan shall not be subject to this policy.

DEFINITIONS AND RULES - SECTION I:

1. Excluding the authorized and statutorily protected leaves discussed above, an absence or absenteeism is defined as any failure to show up for or remain at work as scheduled regardless of the reason. Any

ADDENDUM I
Page 2 of 3

Administrative Order 2-19.2
(Date)
Page 2

employee who fails to show up for work, or remain at work as scheduled, will be charged with an incident of absence under this policy.

- (a) Approved leaves (i.e., scheduled leave time prearranged, approved, and authorized) shall not be considered an incident.
 - (b) A day or days of continuous absence shall be considered one incident.
 - (c) Employees who are absent for an indefinite period due to illness must keep dispatch informed as to the status of their absence, including specifying any tentative return date if requested by their supervisor or designee.
2. Any employee who does not report to work in person or by telephone will be considered absent without leave, and subject to disciplinary action as provided in the applicable provisions of the Fresno Municipal Code, as the same may be amended from time to time.

DISCIPLINE LEVELS - SECTION II:

1. Excessive absenteeism by an employee shall subject said employee(s) to disciplinary action. Excessive absenteeism for purposes of this policy shall be defined as four (4) or more occurrences (i.e., incident) of absence within any consecutive 12-month period beginning with the effective date of this policy. The 12-month period referred to in this policy shall mean a “rolling” 12-month period.
2. The disciplinary levels under this policy are noted in the table below.

Incident	Employee Optional Levels		
4th	Verbal Warning		Verbal Warning
5th	Letter of Understanding		Letter of Understanding
6th	Written Reprimand		Written Reprimand
7th	\$100 Fine	OR	2 Working Days Suspension
8th	\$300 Fine	OR	5 Working Days Suspension
9th	10 Working Days Suspension		10 Working Days Suspension
10th	Termination		Termination

The City reserves the right to deviate from this table of progressive disciplinary levels under mitigating circumstances. An example of a mitigating circumstance is a case where an employee with an otherwise

ADDENDUM I
Page 3 of 3

Administrative Order 2-19.2
(Date)
Page 3

exemplary prior history of good attendance [three (3) to five (5) years] experiences an unexpected problem which causes inordinate temporary absenteeism, or whenever there is a pattern of abuse of time off.

3. For every 90 calendar day period, an employee who has perfect attendance shall have his or her number of incidents reduced by one (1). The incident to be removed shall be the oldest in the rolling 12-month review period.